

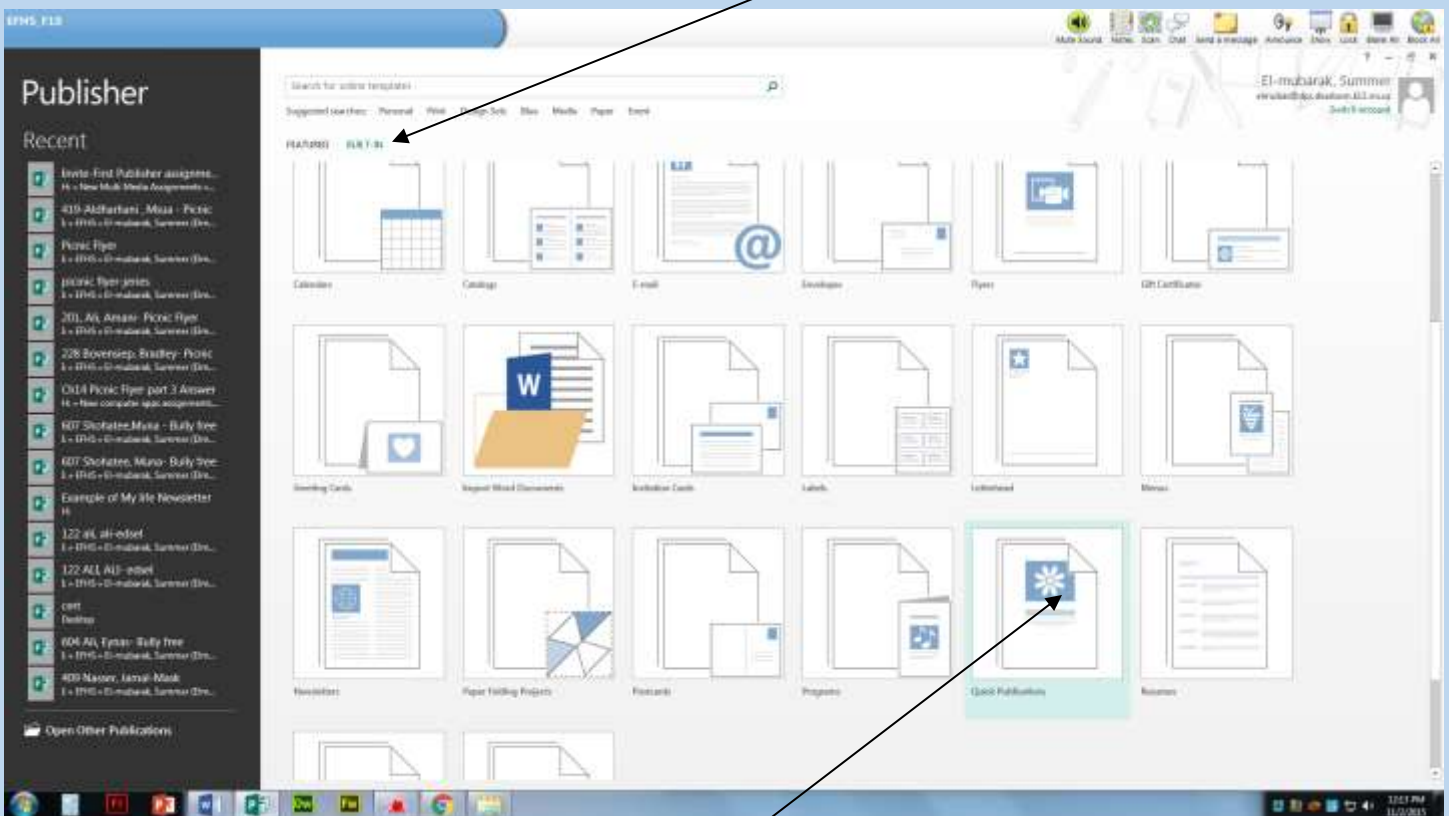
Multimedia Class work 2-22-19 Intro to Publisher Templates Invitation

Today's Objectives:

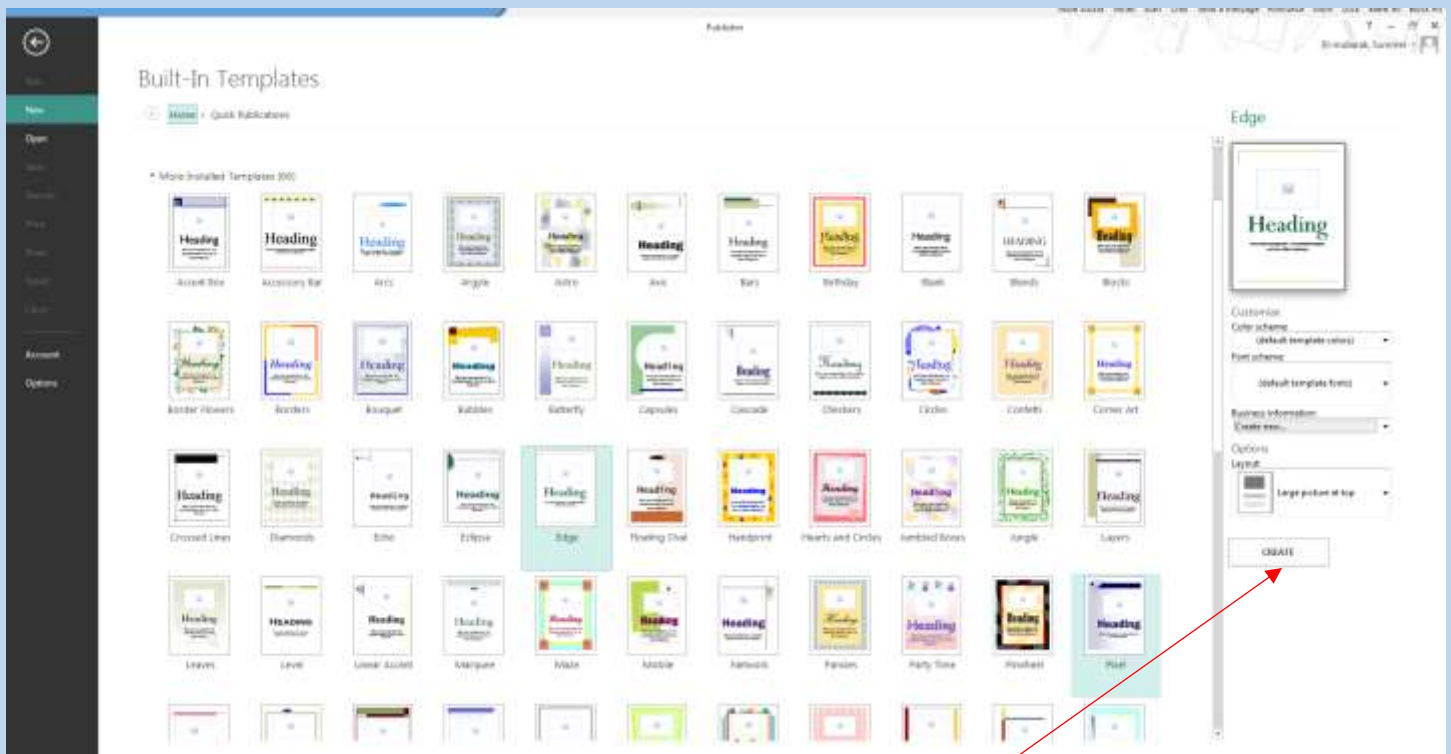
By the end of the project students should be able to say:

1. **I CAN explain and understand what Microsoft Publisher is and what it can do**
2. **I CAN understand what a template is and how to use it to create a new publication**
3. **I CAN understand how to modify text boxes and auto-fit font**

1. Open Microsoft Publisher-click BUILT IN



2. Click on Quick Publications



3. Find a design that you like, click CREATE

4. Create a document with the following information:

- a. Announcement: “Happy 16th Birthday”, “Congratulations” etc.
- b. Explain what you are celebrating in one sentence.
- c. When:
- d. Where:
- e. Contact name and number

5. Add an appropriate image

6. Change the default colors of the background to a different theme so the colors match the image you added and the theme of ‘your party’

7. Save as ### Last name, first name-Invite

- a. Example 332 El-Mubarak, Summer-Invite



8. Then save again as a PDF

9. DROP OFF only the PDF version
WHEN COMPLETE!

Do not print!!!