ADDITIONAL EXERCISE 2

Scenario
You work as an assistant in the Human Resources department. Your manager has asked you to produce a training newsletter for all staff.

TASK 1

1. Create a new single page publication.

2. a. Set up the master page or template for the page as follows:

   page size **A4**
   page orientation **landscape/wide**
   left margin **3 cm**
   right margin **3 cm**
   top margin **2cm**
   bottom margin **2 cm**

   b. In the bottom margin area, key in **your name**.

3. Set up the page layout in a newsletter format, to include a page wide heading above two columns of text.

column widths	**equal**
space between columns	**1 cm**

4. a. Enter the heading **Training Newsletter** at the top of the page.

   b. Format the heading in a **sans serif** font (e.g. Arial).

   c. Make sure the heading text extends across both columns and fills the space across the top of the page. You may increase the character spacing (kerning) and/or font size to achieve this.

   d. Make sure there is no more than **1 cm** of white space to the left or right between the heading and the margin.

5. Save your publication with the filename **newsletter**.

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TASK 2

Continue working on the publication **newsletter**.

6. a. Import the text file **training.**

   b. The text should begin at the top of the left-hand column below the heading. It should fill the first column then flow under the heading into the second column.

   c. Make sure all the text has been imported and is visible on the page.

7. a. You need to balance the columns. You may amend the text size, leading and/or kerning to achieve this.

   b. Make sure there is no more than **20 mm** of white space at the bottom of any column.

   c. Make sure that the heading, subheadings and body text are still three different sizes (large, medium, small).

   d. Make sure your publication fits on **one page**.

8. Save your publication with the filename **newsfinal**.

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