ADDITIONAL EXERCISE 3

Scenario
You are a teacher in a primary school and are creating a poster for the classroom.

TASK 1

1. Open the publication named **newyear**.

2. a. Import the image **envelopes**.

   b. Place it anywhere within the text of the second column.

   c. Resize the image, in proportion, and make sure the image does not overlap any text or extend into the margins or space between the columns.

   d. Make sure the text within the column does **not** flow on either side of the image.

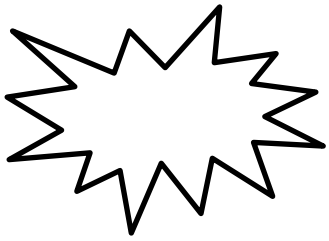
3. a. Draw a line above the heading.

   b. Draw a line below the heading.

   c. The lines must extend from the left margin to the right margin but should not extend into any of the margin areas.

   d. Make sure the lines do not touch the heading text.

4. a. Below the text in the third column, create a shape similar to that shown below:



   b. Fill this shape with a red colour.

   c. Make sure the shape does not touch or overlap any text.

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

6. Close the publication and exit the software securely.