Additional Exercise 2 Solution

Task 1 - Your publication should be saved with the filename **brocfinal** and **page 1** should look like:

Check top and bottom margins are 2.5 cm

Check the brochure text file has been inserted so that it starts in the first column and flows as per the layout sketch

Learner Name

Check left and right margins are 3 cm

About Our School

Founded in 1967, Middleton Road School is a thriving and truly comprehensive school, which provides an exceptional secondary education for boys and girls aged from 11 to 18. We have high expectations of every student in our care and, within a well-ordered, happy and purposeful learning environment, under-pinned by our Moral and Social and values; our students can excel, achieve success and fulfill their individual potential. Our teams of enthusiastic, well-qualified and experienced staff work extraordinarily hard to ensure that our GCSE, Vocational and traditional A Level examination results are constantly high.

The best way to find out how the Middleton Road School can benefit your child is to visit us on our Open Evening or during the school day by appointment.

I very much look forward to welcoming you soon to our happy, caring and very successful school community.

J Ross, Head Teacher

Settling into Success

Our well-established new student induction ensures that the transition from primary to secondary education is enjoyable and makes sure that our children soon settle in to become successful members of our happy school community. After receiving letters of acceptance in March, parents of new students are invited to attend a meeting at school so that they can begin to get involved in the home-school partnership, which will benefit their children throughout their time at Middleton Road School.

Each June, Year 6 pupils spend a day with us during which time they have the opportunity to sample a wide variety of lessons and equipment – including our superb computer facilities; get to know members of the support and teaching staff

04/08/2013 1

Make sure there are 3 columns with a spacing of 1 cm

Check header and footer are in correct positions

Task 1 – **page 2** should look like:

Check the text flows as per the layout sketch

Learner Name

and meet existing Middleton Road School students.

Before joining us in September, new students and their parents visit for an evening at which they will meet their Form Tutors. During the Christmas term parents visit us again so that they can talk to tutors about their child's progress.

Technology

Our Technology College status means that our school is well equipped with up-to-date computer facilities, which enhance teaching and provide Internet access for subject and project research. These resources, linked to high quality tuition, prepare our students to take their place with confidence in a fast-moving world of technological innovation where academic ability and knowledge are complemented by up-to-date communication skills.

Resources

Learning Centre and Library

Art and Drama club

Sports Hall and large sports field

Check all text is visible

Check all columns are balanced within 10mm

Check you have inserted a blank text box with a black border as per the layout sketch

04/08/2013 2

Task 2 – your template should be saved with the filename **middtemp** and should look like:

Check all items are in the correct position and are grouped together

Make sure the building image has been placed as a background to the other items

Make sure all images have been kept in proportion when resized

Check all items are ungrouped and the certificate image has replaced the success image