ADDITIONAL EXERCISE 2

Scenario
You are working as an administrator at Middleton Road School and have been asked to create a brochure. The text has been prepared for you. The approximate positioning of the page items and text is shown on the Page Layout Sketch and text flow diagrams on page 2.

TASK 1

1. Create a new publication.

   Format the document as follows:

   Paper size: **A4**

   Orientation: **Landscape**

   Top Margin: **25 mm (2.5 cm)**

   Bottom Margin: **25 mm (2.5 cm)**

   Left Margin: **30 mm (3 cm)**

   Right Margin: **30 mm (3 cm)**

   Columns: **3**

   Space between columns: **10 mm (1 cm)**

2. Insert the following headers and footers:

	TEXT	ALIGNMENT
Header	your name	flush to right margin
Footer	automatic page number (starting at page 1) the date	centre flush to left margin

3. Set up the page layout as shown in the Page Layout Sketch on Page 2.

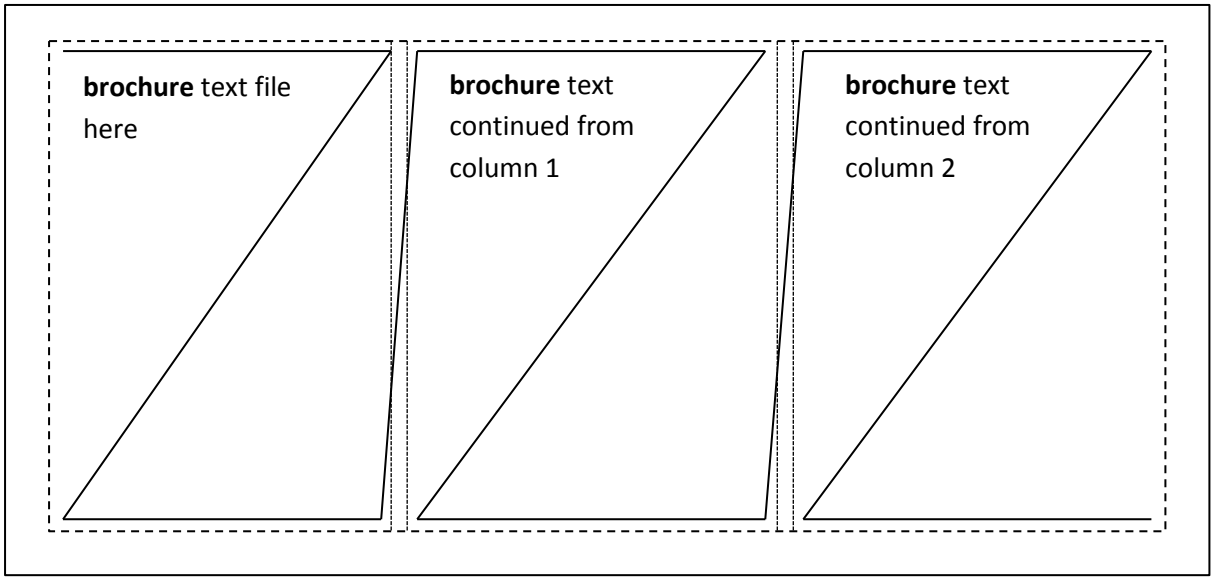
4. Import the text file **brochure** and position this text as shown in the Page Layout Sketch on Page 2.

5. Ensure the columns are balanced to within 10 mm

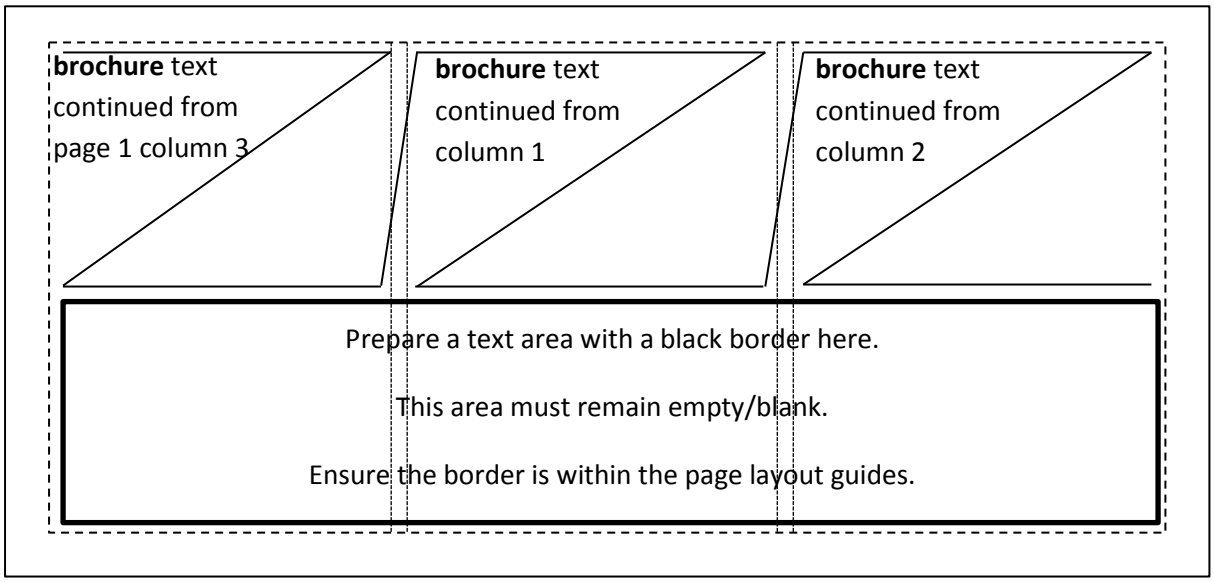
6. Save your publication using the filename **brocfinal**

Page Layout Sketch for Task 1

Page 1



Page 2

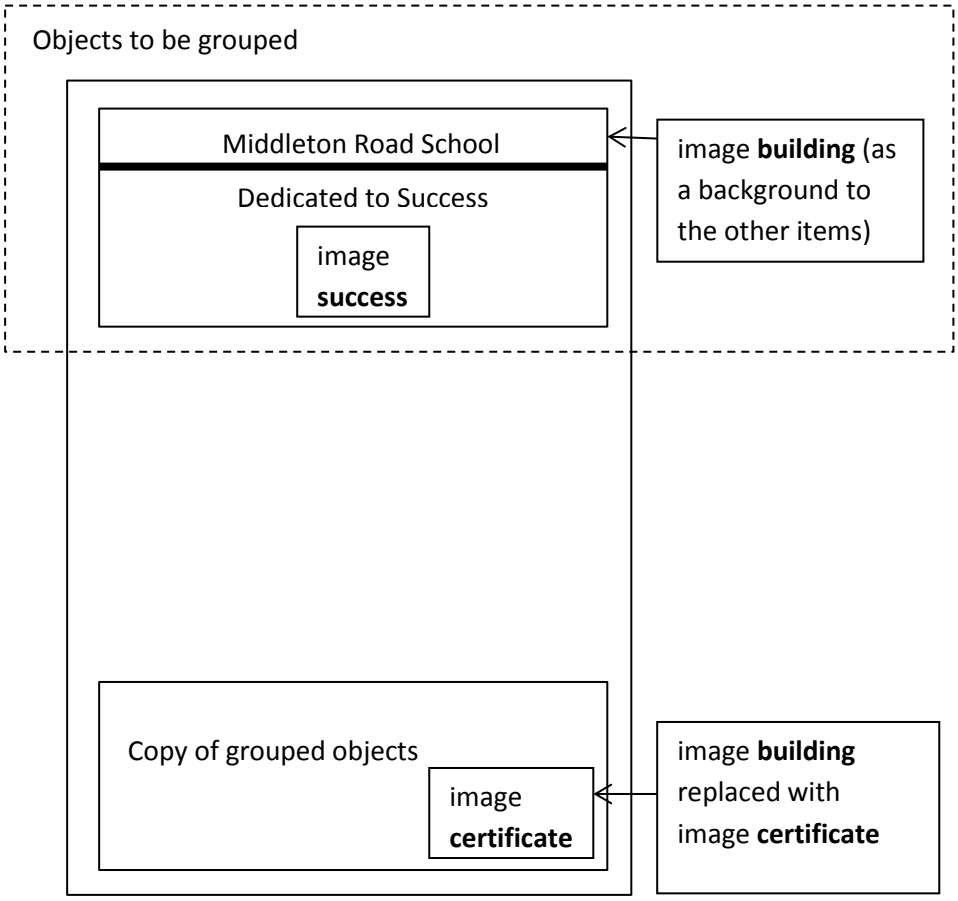


TASK 2

You have been asked to create a template that can be used to produce notices.

You may use any fonts, sizes and styles for the text in this template, but you must use the colours specified.

A layout sketch is given below to show the approximate positioning of the text and images:



1. a. Import the image **building** and position it at the top of your publication, as shown in the Page Layout Sketch.

   b. The image may be resized but must be kept in proportion.

2. a. Create a text area/frame and enter the text **Middleton Road School**

   b. Position this text on top of the **building** image, as shown in the layout sketch.

   c. **Centre** this text.

   d. Colour this text **red**.

   e. Make sure that the text is clearly visible

3. a. Draw a thick black line under the text **Middleton Road School** as shown in the layout sketch.

   b. Make sure the line touches, but does not extend beyond the left and right edge of the image **building**.

   c. Make sure the black line is clearly visible and does not touch or overlap the text.

4. a. Create a text area/frame and enter the text:

   Dedicated to Success

   b. Position this text below the thick black line, on top of the image **building**, as shown in the layout sketch.

   c. **Centre-align** this text.

   d. Colour this text **black**.

   e. Make sure that the text is clearly visible and does not touch or overlap the black line.

5. a. Import the image **success**.

   b. Position the image **success** on top of the image **building**, in the middle under the text **Dedicated to Success**, as shown in the layout sketch.

   c. The image may be resized, but must be kept in proportion.

   d. Make sure that the image is clearly visible and does not touch or overlap the text or the black line.

6. Group all the items in the publication.

7. Copy the grouped items and paste the **copy** at the bottom of the template as shown in the layout sketch.

8. Ungroup the **copy** of the grouped items.

9. Replace the image **success** within the ungrouped items, with the image **certificate**.

10. Save the template using the filename **middtemp**

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