ADDITIONAL EXERCISE 1

Scenario
You work as an administrator in the office of the local school, Foxglove Primary. You have been asked to produce a leaflet to advertise the school open day.

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

TASK 1

Page Layout Sketch for Task 1

1. Create a new A4 portrait publication.
2. a. Create a text area/frame.
   b. Insert the text **SCHOOL FUN DAY**
   c. Use reverse text (**white** text on a **red** background)
   d. Position the text as shown in the Page Layout Sketch.

3. a. Import the image **fun** and position it as shown in the Page Layout Sketch.

   b. Put a thick border round the image.

4. a. Import the text file **school** and position this text as shown in the Page Layout Sketch.

   b. Make sure the text file is displayed in full.

5. a. Format the body text to be:

Style:	sans serif
Size:	14
Emphasis:	regular/normal
Alignment:	justified

   b. Format the heading **Celebration Time!** to be:

Style:	serif
Size:	24
Emphasis:	bold
Alignment:	centre

   c. Format the 3 subheadings **Memories**, **Exhibition** and **Fun Fun Fun** to be:

Style:	serif
Size:	16
Emphasis:	bold, italic
Alignment:	left

6. Apply a dropped capital to the first paragraph of the document only, beginning **Foxglove Primary School is pleased……**

7. a. Draw a thick black line under the **school** text file as shown in the Page Layout Sketch.

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

8. Save your publication using the filename **leaflet**.