

Page setup and layout

Assignments are designed to help you apply the information learned in the lessons.

Creating publications of different sizes

As you progress in your abilities with Microsoft Publisher, the assignments are becoming more general to allow your creativity to shine through. If the directions do not specify a certain aspect, feel free to decide for yourself!

1. (Optional) If you have any mailing label sheets on hand, create a set of return-address labels for yourself using a Label template in Publisher. Set the label size to whatever is appropriate for the sheets you have on hand. If you do not have any, simulate creating labels -- pick a label size, and then print a page of "labels" on a regular sheet of paper.
2. Create a #10 envelope publication that matches the letterhead stationery you created in Lesson 4's assignment. Save it for later use.
3. Create an invitation to a party or other event using an Invitation template.
4. Create a poster that's more than one sheet high and more than one sheet wide. Print it, and assemble the pieces. (Or if you are lucky enough to have a large-format printer available, print on that instead.)