

Flyers, Cards & Invitations

Lesson Plan

This is a fun course where you will use your creative skills to create personalised flyers, cards and invitations for your family and friends. Using Microsoft Publisher you will learn how to insert photographs and other images, add personalised messages, create fancy text and print your creations. An ideal set of skills for home or small business.

Week 1 – Using Microsoft Publisher -----

Differences between DTP software and word processing software -----

Starting Ms Publisher -----

The Ms Publisher Menus and Toolbars -----

Creating a publications using one of the pre-designed Publications-----

Inserting Pictures from a File-----

Inserting ClipArt -----

Inserting WordArt -----

Save your file -----

Week 2 – File Manager & Greeting Card-----

File Manager in Ms Publisher -----

Using the Open Menu-----

Class Exercise – Recreate a Greeting Card -----

Task 1 – Create a Greeting Card-----

Week 3 – Invitations & Gift Certificate-----

Class Exercise – Recreate an Invitation Card -----

Task 2 – Create an Invitation -----

Class Exercise – Recreate a Gift Certificate -----

Task 3 – Create a Gift Certificate-----

Week 4 – Flyers -----

Class Exercise – Recreate a Flyer -----

Task 4 – Create a Flyer-----