

Year 7 unit 7.3

Homework



Activity 1 - one fold.

Using Microsoft publisher, you are going to create your New Year 7 planner in a one fold document style.

- Open Microsoft Publisher, use a Blank Publication, and select a full page.
- Go to Arrange, Layout guides, change your all margins guides to 1cm, and then click on the Grid Guides, change the number of columns from 1 to 2.
- Using the rectangle drawing tool, draw two rectangles around each half of the blue borders, this divides the document into two work areas.

You are now ready to create your planner. Make sure that you:

- Insert clip art and images
- Add appropriate information - name, form, room, form tutor, Head of year.
- Add background design/colour
- Save the file as 'My planner'. Print it.



Activity 2 - Two fold.

The next stage in the development process is to move the document design from a one fold document to a two fold document; a menu is an example of this. You are going to create a menu for the school canteen.

Using Microsoft publisher, you are going to create your Sawston Village College canteen menu.

- Open Microsoft publisher, use a blank publication and select a full page.
- Go to file page setup and change the orientation to landscape.
- Go to Arrange, layout guides, Change all your margin guides to 1cm, and then click on the Grid Guides, change the number of columns from 1 to 3, make the spacing 1cm between the columns.

- Go to insert page, and click on OK.
- Using the rectangle drawing tool, draw three rectangles around each of the blue borders, this divides the document into two work areas.

You are now ready to create your menu. Make sure that you:

- Insert images from either the internet or from clip art.
- Add appropriate information - The item for sale, the price of each item, the title of each food section and a message from the canteen staff about their food, service and how to help make changes to the menu options.
- Add background design/colour
- Save the file as 'Sawston village college menu'. Print and fold it.