#  Revision Lesson

### Task 1 Create a Greeting Card from a template.

Create the greeting card as follows:

1. Go to the Birthday section
2. Select any birthday card of your choice
3. Choose a colour scheme and font scheme of your choice
4. Create a card with a Half-Page side fold
5. Create the card
6. In the format publication task pane on the left of the window select a suggested verse and add this to your birthday card.
7. Go to page 4 of the birthday card and add your name to the ‘Made for you by’ text box
8. Go to page 2 of the card and add an auto shape to the inside page of the card
9. Fill this auto shape with colour
10. Add a message to the auto shape (or in a text box on top of the auto shape)
11. Change the background colour of every page of the card to a pale colour

### Task 2 Create a one page newsletter.

Create a newsletter from a blank page as follows:

1. Create a blank A4 Portrait page
2. Add two text boxes to the page to take the form of two columns as shown
3. Set the paragraph tabs of both text boxes to show a 1cm indent on the first line as shown
4. Add text to the first text box until the overflow has text in it
5. Ensure that the text boxes are linked to allow the overflow of text from one text box to the next text box
6. Add some word art as the title of the newsletter
7. Add an image to the bottom right of the page as a feature story
8. Rotate the image and tilt it to one side
9. Add a border to the image and set it to a weighting of 6 points
10. Add a box to the newsletter to cover all of the objects you have added to it
11. Format this box and fill it with colour
12. Send the box to the back of the newsletter to act as a background border
13. Add a header and footer to the newsletter, in the header add your name, in the footer add a page number

**Task 3 Create a Thank You card from a Blank Document**

Create the following thank you card by adding shapes to a blank document.

1. Create a blank A4 page.
2. Go to format Publication and change the page size.
3. Choose the size – Greeting Card 10.5 \* 14.85cm.
4. Insert 4 pages.
5. On page one create the pattern as shown using rectangles; start by using one large rectangle and add the other rectangles on top to build the following pattern. The colours used are light pink, dark pink, red, light green and medium green – however you can choose a colour scheme of your choice.

NOTE: Remember to click on a rectangle and use the arrow keys for fine movement to the left, right, up and down.

1. Add a text box to the page and add the words ‘Thank You’ to the text box.
2. Highlight all the rectangles on the page and group them together to create one object.
3. Add an image to the front centre of the page.
4. Go to page 3 of the document add the following message and shapes as shown





1. Add your name to page four of the document.
2. Print preview your document to ensure that it prints on one page as shown and send your document to the printer.

 **Mail Merge Create a Certificate for**

Create a Certificate

**Task 4 Create a Calendar**