INFORMATION PROCESSING I
Microsoft Publisher Enrichment
Mrs. Matchey

Name ________________________________

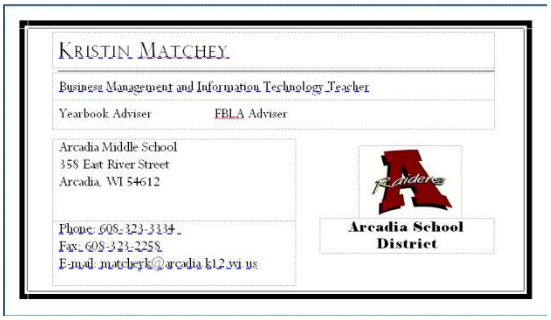
Period ________

Directions: Use installed templates in Microsoft Publisher to complete each of the following projects. DO NOT use the Office.com templates.

For each completed printout, write the project number in the upper right corner.

Project No. 1 – Business Card

1. In Publisher, click **File/New.**
2. Click **Business Cards**.
3. Under Installed Templates, choose any business card design by double-clicking on it.
4. Save the publication as **Business Card** followed by your initials.
5. On the Insert ribbon, click **Business Information/Edit Business Information.**
6. Key the following in the Edit Business Information Set window:
    a. Individual name: Your first and last name
    b. Job position or title: Student
    c. Organization name: Arcadia Middle School
    d. Address: 358 East River Street
       Arcadia, WI 54612
    e. Phone, fax, and e-mail: Your phone number; delete fax; your username@gaggle.net
    f. Tagline or motto: Making the Best Better
    g. Logo: Click **Change.** Click **My Computer** on the left. Browse to s: students/high school/business ed/logo a. Click **Insert.**
    h. Click **Save.** Then click **Update Publication.**
7. Change the color scheme to one that includes mainly Arcadia High School colors by choosing the Page Design tab. In the Schemes group, choose a new color scheme.
8. Print one copy of the publication (multiple cards will show up on the page) and keep in your folder until directed to hand in.



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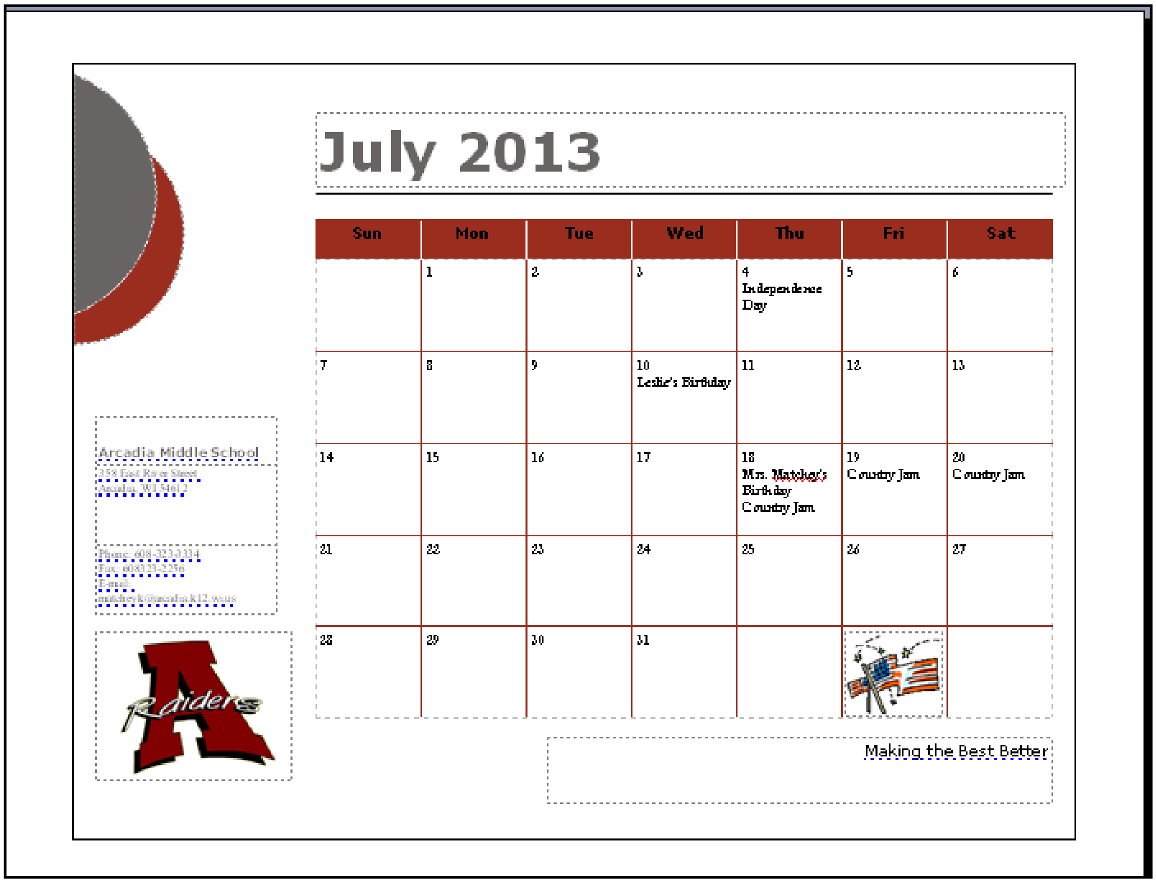
Arcadia School District

Project No. 2 - Calendar

1. In Publisher, click **File/New.**
2. Click **Calendars.**
3. Under Installed Templates, click *once* on any calendar design that does not have a dark background.
4. On the right side of the screen, find Set Calendar Dates. Change both the start and end dates to the month of your next birthday.
5. Click **Create** in the lower-right corner.
6. Save the publication as **Calendar** followed by your initials.
7. On the calendar, click on the date of your birthday. Below the number, key "[Your Name]'s Birthday". Decrease the font size so all text is shown.

8. Choose three other events and enter them on the calendar on the proper dates, below the number of the date. (School events can be found on the school's website. Holidays can be found at www.timeanddate.com/calendar.) Decrease the font size so all text is shown.
9. On one of the blank days at the beginning or end of the month, insert clip art appropriate to the month. On the Insert ribbon in the Illustrations group, click **Clip Art.** Enter a search term, choose a picture, and double-click to insert it. Resize the picture *proportionately* so it fits within one box.
10. Print one copy of the publication and keep in your folder until directed to hand in.



July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day	5	6
7	8	9	10 Leslie's Birthday	11	12	13
14	15	16	17	18 Mrs. Matchey's Birthday Country Jam	19 Country Jam	20 Country Jam
21	22	23	24	25	26	27
28	29	30	31			

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Making the Best Better

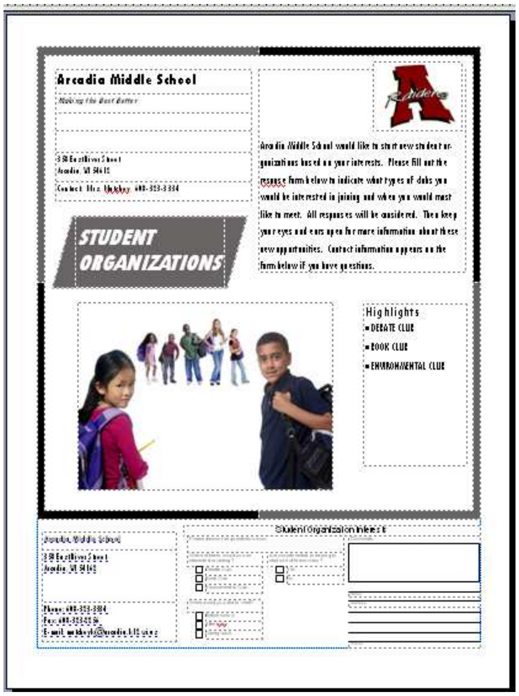
Project No. 3 - Flyer

1. In Publisher, click **File/New.**
2. Click **Flyers.**
3. Under Event, open the All Event folder.
4. Choose any Informational flyer by clicking it once.
5. On the right side of the screen under Tear-Offs, click **Response Form.**
6. Save the publication as **Club Flyer** followed by your initials.
7. Replace the following information on the flyer:
   a. Product/Service Information: New Student Organizations!
   b. Paragraph below: Arcadia Middle School would like to start new student organizations based on *your* interests. Please fill out the response form below to

indicate what types of clubs you would be interested in joining and when you would most like to meet. All responses will be considered. Then keep your eyes and ears open for more information about these new opportunities. Contact information appears on the form below if you have questions.

c. General Response Form Title: Student Organization Interests
d. Briefly describe your desired feedback: Please answer the questions below.
e. First Question: Which of these would you be interested in joining?
   Answer A: Debate Club
   Answer B: Book Club
   Answer C: Environmental Club
f. Second Question: When would you like to meet?
   Answer A: Before school
   Answer B: After school
   Answer C: During lunch
g. Third Question: Are you interested in helping to start one of these clubs?
   Answer A: Yes
   Answer B: No
   Delete Answer C
h. Delete the Fourth Question

8. Click twice on the placeholder for the picture. On the Insert ribbon in the Illustrations group, click **Clip Art.** Insert an appropriate picture of your choice. (*Hint*: Search for club, student, or school.) The picture should resize itself to fit the placeholder.
9. Delete the box to the right of the title for the telephone number.
10. Print one copy of the publication and keep in your folder until directed to hand in.



Arcadia Middle School

Arcadia Middle School would like to start new student organizations based on your interests. Please fill out the response form below to indicate what types of clubs you would be interested in joining and when you would most like to meet. All responses will be considered. Then keep your eyes and ears open for more information about these new opportunities. Contact information appears on the form below if you have questions.

STUDENT ORGANIZATIONS

Highlights
- DEBATE CLUB
- BOOK CLUB
- ENVIRONMENTAL CLUB

Student Organization Interests

Project No. 4 – Greeting Card

1. In Publisher, click **File/New.**
2. Click **Greeting Cards.**
3. Under Installed Templates, choose any Birthday, Holiday, Occasion, or Event card by double-clicking on it.
4. Save the publication as **Card** followed by your initials.
5. Use the Page Navigation panel on the left to access the inside of the card. Make the following changes:
   a. Change or add to the message automatically entered by Publisher.
   b. Change the font and font size to one of your choice.
   c. Add a closing (i.e., "Love", "Sincerely") and a signature line.
   d. If there is not appropriate clip art on the left side of the inside of the card. If there is not clip art, insert one. If there is clip art, you may leave it or change it at your discretion.
6. Use the Page Navigation panel on the left to access the back of the card. Make sure your name appears on the back.
7. Print one copy of the publication (all four sections will print on one page) and keep in your folder until directed to hand in.

Project No. 5 – Custom Color Scheme

1. In Publisher click **File/New.**
2. Choose Blank 8.5 x 11" by double-clicking on it.
3. Create a custom color scheme by clicking the **More** button next to color schemes on the Page Design ribbon.
4. Use the following colors:
   a. Main: Black
   b. Accent 1: Red
   c. Accent 2: Gray 50%
   d. Accent 3: Dark Red
   e. Accent 4: Red
   f. Accent 5: White
   g. Hyperlink: Dark Red
   h. Followed hyperlink: Gray 50%
   i. Color scheme name: Raiders
   j. Click **Save.**
5. Do not save or print the document. The color scheme is saved and will be used in Project No. 6.

Project No. 6 – Award Certificate

1. In Publisher, click **File/New.**
2. Click Award Certificate.
3. Under Installed Templates, click *once* on the certificate of your choice.
4. On the right-hand side, choose the Raiders custom color scheme you created in Project No. 5. Change the font scheme to Calligraphy.
5. Save the publication as **Certificate** followed by your initials.

6. Enter text as follows:
    a. Certificate of Achievement: “Set the BAR High Award”
    b. Name of Recipient: Your first and last name
7. Print one copy of the publication. Leave signatures and dates blank.

§§§

When all exercises are complete:

1. Remove the Grade Summary on the next page of this handout.
2. Arrange the printouts in the order assigned.
3. Place the Grade Summary on top of the set of printouts.
4. Staple the packet.
5. Write your name on the Grade Summary.
6. Hand in the packet for grading.

INFORMATION PROCESSING I
Microsoft Publisher Enrichment
Mrs. Matchey

Name ________________________________

Hour _____

Grade Summary

Filename	*Score*	*Filename*	*Score*
Project 1		Project 4	
Project 2		Project 5	
Project 3		Total Score	
		Average Score (Total Score ÷ 5)	

Document processing rubric:

A =	100 …	The document contains no errors.
B =	89 …	The document contains one or two errors.
C =	79 …	The document contains three or four errors.
D =	69 …	The document contains five or more errors.
F =	59 …	The document is incomplete.
F =	0 …	The document was not handed in.