**Microsoft Publisher Exercise**

**Activity Overview:**

Microsoft Publisher is a powerful desktop design program which integrates all of the functionality of MS Word, but adds the ability to manipulate graphic features as well. By using MS Publisher, you will be able to create vibrant, exciting projects quickly and easily.

New Skills Reinforced:

**In this activity, you will practice how to:**

1. Select and edit an existing template
2. Add and edit text, clip art and word art features
3. Change colours, fonts and insert special characters

Instructions:

1. Under the File tab open the **NEW** option.

2. **Select** a 3 panel brochure from the available options.

3. Create a brochure for James M Hill Memorial High School. Your Brochure should include the following items:

1. A list of the sports teams from the school

2. The bell schedule for the day

3. Mailing Address for the school as well as contact numbers

4 A listing of the principals

5. A brief history of the school

6. Mission statement for the school (the actual one!)

7. 1 course description from each department

You should make use of the following features of the Publisher program:

Clip art, word art, shapes, text boxes, text wrap and any other neat feature you can find to make your brochure stand out from the crowd!