Objektif:

Objektif utama tugasan ini adalah untuk memperkenalkan dan membiasakan pelajar dengan perisian Microsoft Publisher. Selepas ini pelajar akan dapat mencipta dan menghasilkan dokumen sendiri dengan menggunakan aplikasi perisian yang sesuai

Task One (5%)

“Here’s My Card” – Business Card

1. Launch MS Publisher
2. Select “Business Cards”
3. Select a “Template” for your business cards
4. Select some different color schemes.
5. Decide whether you want your business card in – “Landscape” or “Portrait” mode.
6. Decide whether or not you want a “Logo” placeholder.
7. The next decision you have to make is how you want your card printed.
   a) In center of page
   b) Several tiled on a page
9. Begin inserting information, design, etc…
10. Be creative & unique!!
CRITERIA (must include)

1. Your Name
2. Your Title (Optional)
3. Address
4. Phone Number(s)
5. E-mail Address
6. Logo

Task Two (5%)

“Get Well Soon”

“The Greeting Card “

1. Launch MS Publisher
2. Select “Greeting Cards”
3. Select a “Template” for your Greeting Card
4. Select some different color schemes.
5. Decide which type of paper and / or fold that you want.
6. Decide on a suggested verse or make your own later
7. Begin inserting information, design, etc…
8. Be creative & unique!!

CRITERIA (must include)

1. Greeting
2. Image on the front of the card
3. Cost
4. Made by
5. Image on the inside folds of the card
6. Image on the back of the card
Task Three (10%) 

“Buy My Stuff, Please!!!”

You will be creating an advertisement (FLYER) for your retail company. Follow the criteria below. Have fun and be creative!

Criteria

Your company ________________ (insert name) is having a huge weekend sale. Make a one page advertising flyer that could be inserted in a newspaper.

Content /5 marks
- 4 items for sale
- information about item (brand name, cost, model etc)
- name of store
- catch phrase
- sale info (when the sale ends… location of the store….. any special rules for the sale)

Page Design /5 marks
- readability
- balance and symmetry
- appropriateness