Computer Technology

Microsoft Publisher Assign #1

Assignment

1. Open MS publisher
2. In the list that appears, click on **Award Certificates.**
3. Click on the **Achievement** award.
4. Click on the **Page Design Tab** and choose a color scheme you like.
5. On the document, click on the area where it says area that says **Canyons School District** to change the business name to **Computer Technology.**
6. Click on the **name of recipient** area and type in your own name.
7. Click on the **organization** logo at the bottom and change the name to **JHS Business Department.**
8. Enlarge the font and make it look good.
9. Save your document. Name it Publisher Assign 1A.
10. Hand in or print according to teacher directions.
11. Create a second certificate for an event of your choice. “Play around” with the different styles, colors, and fonts.
12. Save your second certificate. Name it Publisher Assign 1B.
13. Turn in as directed.