

Word Assignment 1 – Creating a simple poster

For this assignment students will produce a simple poster using the tools shown in the tutorial videos.

Read:

- [Word processing tutorial](#)
- [Word Assignment 1 – Poster](#)
- How to design a poster <http://www.wikihow.com/Design-Posters>

Requirements: Create a simple poster (You may choose the topic for the event)

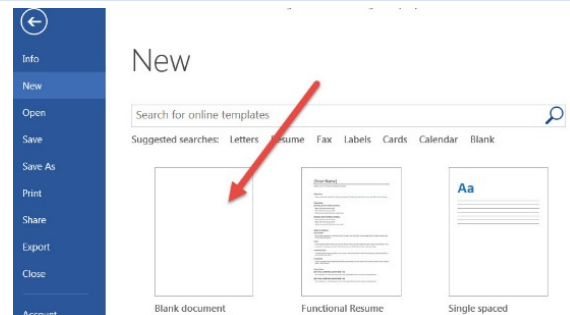
The poster must include:

- A variety of text sizes and alignment
- 3 or less text fonts
- At least 1 graphic
- At least 1 item in a different color
- Appropriate use of bold, italic and color to emphasize important items

1. Open a blank document

For this project we will start by opening a blank document.

1. **Open Word**
2. **Select** Blank document



2. Save

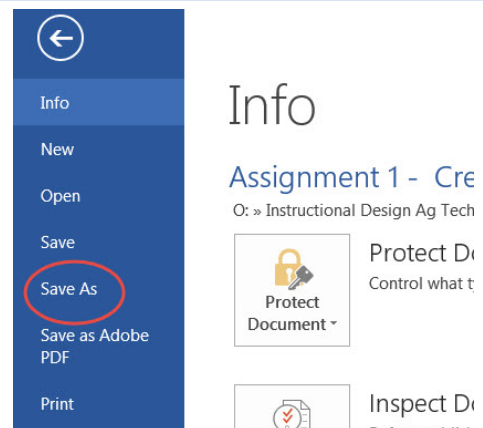
It's best to **save as** and name the project at the beginning of your project. Remember to **save** as you complete each step.

To create a new folder on the desktop

1. **Right click** the mouse on your desktop screen **select NEW > folder**
2. **Name** the folder Office Projects

Save your document the first time by selecting **save as**.

1. **File, save as: Last name_ poster** to the Office Projects folder you create on the desktop.



3. Enter your information

Start by entering the text first to see how much space the content takes up; then play with the design by adding color, using a variety of sizes, etc.

Enter:

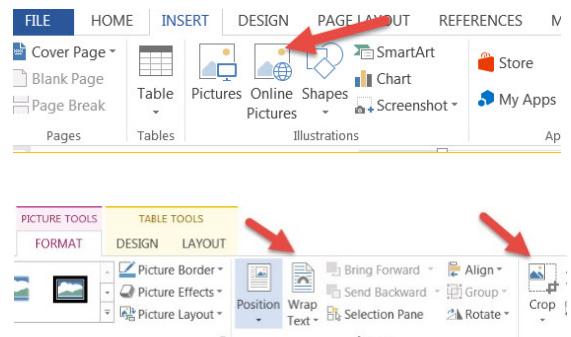
1. Event
2. Who is sponsoring the event
3. Where will the event be located
4. Date
5. Description of Event
6. Contact information
7. Place one graphic minimum (image should be appropriate for all audiences)
8. At least one item has color



4. Place Graphics

Place one graphic minimum on your poster.

1. **Click** on insert, online pictures, (image should be appropriate for all audiences and pertain to topic).
2. After selecting and placing graphic, **double click** on it to show Picture Tools.
3. **Click** on **Wrap Text**, then **click** on **Through**. This allows the images to move around on the page easier.
4. **Click** on **Crop**, then **click and drag** the black handles to eliminate unwanted parts of the image.



5. Arrange/ design poster

Now it's time to design the poster. Start by adjusting the size of type and alignment then add color.

- A bold headline, readable fonts, and a unique message are three aspects necessary for creating a lasting impression on viewers.
- **Keep your design simple.** Limit your colors, fonts, images, and information so as not to overwhelm the viewer.

Hint: Make your headline the largest sized text on the poster

Standard designs will have a sans serif type for headings and a serif type for the body.

Calibri is a sans serif typestyle

Times New Roman is a serif typestyle

6. Save then upload to Word Assignment 1 - Poster

After completion save your file one more time then upload the file to this assignment by:

1. **Clicking** on the assignment title
2. **Select** Add Submission
3. **Drag and drop your file** into the box **or** select your file to upload
4. **Select** save changes

