Computer Applications

NAME: _____

Dry Erase Marker Board Project - Publisher

Materials: Card stock, laminate or contact paper, magnetic strips, double sided Velcro

Create magnetic marker boards to place on lockers, whiteboards, refrigerators, filing cabinets, etc.

1. Open a new document; File, New.
    a. Select Blank Page
    b. Letter (Portrait) 8.5 x 11
2. From the Arrange menu, choose Layout Guides
    a. Change all margins to .5”.
    b. Click OK.
3. From the View menu, choose Zoom and select Whole Page.
4. From the Drawing Toolbar, use the Rectangle tool (located on the Object toolbar on the left side of the page) – if it is not visible go to View, Toolbars, and select Object – to draw a rectangle the size of the page. Be careful to stay within the margins – the pink and blue lines on your page; the white area is the work area.
5. While the border is still selected, double click on it to open the Format, AutoShape dialog box – you can then choose your line color, style, thickness, or BorderArt.
6. Enter and format any desired information by inserting a text box , inserting and formatting WordArt , or inserting text from the Internet. Move the text to the desired location. Choose Text Box from the Object toolbar and add text to go with your theme. You may also download fonts from Fontface.com or use WordArt – be creative.
7. Insert clip art ; From the Insert menu choose picture, from Clipart or from File if you have pictures saved from the Internet that you would like to use. Drag the handle to resize. You can use the green circle (Rotate Handle) at the top of each piece of clip art to rotate the clip art to any angle you desire ~ add multiple pieces of clip art, images from the Internet, scanned images, images from a digital camera.
8. Select File, Print Preview before printing to see how your marker board will look once printed – the marker board will be printed on cardstock.

9. DO NOT PRINT UNTIL I HAVE SEEN YOUR ASSIGNMENT. Then we will do the following:
    a. From the File menu, choose Print, select the color printer (4700), and click ok.
    b. We will then run through the laminator and add sticky magnets to the back.

MARKER BOARD SCORING GUIDE

REQUIRED	POINTS	
GRAPHIC	5	
BORDER	5	
TEXT	5	
PAGE LAYOUT; BALANCED PLEASING TO THE EYE	5	
TOTAL POINTS	20	/20

COMMENTS: DO NOT STAPLE SCORING GUIDE TO MARKER BOARD. _____
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