Microsoft Publisher Design a Banner for any Occasion

1. Open UP Microsoft Publisher
2. Choose a Banner and design a banner for someone who has a birthday, anniversary or any other special occasion coming up.
3. You must adjust the size of this banner first
4. Go to Page Design click on Page setup and adjust the width of this banner to 15 inches by 8 ½ Since this is only a lesson you do not need to create an extremely large banner to obtain the understanding.
5. Click home ribbon and then text box and look for the light blue outline. Place your text box relative to this line.
6. Type in what you wish for the banner to display. You may now highlight and adjust the font size. Normal is 72 on a much larger banner you may go up to 200 or more but **NOT** to day and **NOT** in this assignment.
7. Center what you typed and adjust according. If you want to place a picture in this banner.
8. Go to google and type in the concept of the image for the banner then click on image
    a. Save the image to your computer under photographs.
    b. Insert the image
9. You may wish to insert word art
10. Use your imagination
11. Right click on line and you may color the banner (don't use color for this assignment.
12. Save this under your name as Banner or whatever occasion.