Functional ICT music gig task

Name _____ Date _____

The object of this task is to design a poster for a gig using your IT skills.

1. Use word art to put a large title advertising the gig
2. Use bold and underlining to draw attention to the date and time
3. Make sure the layout is clear and easy to read
4. Insert a picture of the band
5. Right click on the picture, select text wrapping/ square and move the picture to the middle
6. Use bullet points to list the venue and town
7. Insert a table and put in ticket prices
8. Centralise the table
9. Go to page layout, page borders and select shading
10. Choose yellow and click on apply to cell
11. Shade in the top two boxes of the table
12. Go to auto shapes
13. Choose a banner, insert and centralise it
14. Right click and select add text.
15. Right a message in the banner about the gig
16. Choose a border with musical notes or stars and add this to your poster
17. Save your work under a suitable name

Extension Activity

- Write a letter to a friend about a gig you have been to or would like to go to
- Use spellchecker
- Centralise the text
- Insert a footer with your name and the date
- Put the name of the band in bold
- Underline the venue
- Put your name / signature in italics
- Double space your text
- Insert a custom text watermark

This PDF task sheet accompanies a separate Word Document with a basic poster for editing.