Format Invitation

Your manager has asked you to create an invitation to the office Halloween party following the following requirements.

1. Save the document as username invitation.
2. Determine which page orientation (portrait or landscape) to use (Layout Tab)
3. Insert image(s) with a holiday theme above the text. Resize and align the graphic to fit the document.
4. Change the text to a color, font, and size of your choice. The entire document should fit on one page.
5. Apply an appropriate page border and page color. (Design Tab)
6. Insert a text box near the lower-right corner of the document. Type your name on one line, format the text as bold, 12 point Calibri. Fill the text box with orange.
7. Save and submit for grading.

You’re invited

Please join us for our Halloween Party

Tuesday, October 29, 2024

8:00 to 10:00

Rose Gold Room

Sangford Hotel

Brightlight Insurance Group