

Create an Invitation Card

Do you want to create an invitation card? Invitation cards are sent for personal events like a wedding, a birthday, a christening or community events like a cultural program or school sports. In a business, invitations might be sent for a special event like a grand opening, or release of new product.

Look at the following example:



Invitation Card Example

As in the example above, an Invitation Card created on the computer typically has:

- A title that invites people
- The date, time and venue of the event
- A small message about the event
- A picture that shows something important about the event

Before you begin using the computer to create your invitation card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Invitation Card

Steps on How to Create an Invitation Card

A. Design Your Invitation Card Border

1. **Launch the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Draw a square that is about the same size as an invitation card.**

For help, see Graphics Skill 5.6: To draw a rectangle or a square

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

4. **Change the border's width, style, and color.**

For help, see:

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the color of a line or shape's border

B. Add Picture to Your Invitation Card

1. **Add a picture to your invitation card.** There are two ways you can do this:

- **You can start graphics paint software and make your own picture. Save your finished painting on your computer and insert it into your invitation card.**

For help, see:

Graphics Group 1: Getting to know the Graphics Software (**Note:** This group name will change depending on the Help Guide version being used.)

Graphics Group 2: Painting Shapes and Lines

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

- **You can add a picture from the clip art gallery.**

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

2. **Resize and move the picture as needed.**

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. **Add another picture if you want.**

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

4. **Save your work.**

C. Add Text to Your Invitation Card

1. Draw a text box in an empty space in the square.

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. Type a title that invites people to the event.

For help, see Graphics Skill 7.2: To type words into a text box

3. Make the title bigger or smaller as needed, and move it so it fits on top of your invitation card.

For help, see Word Processing Skill 3.2: To make words bigger or smaller

4. Change the look of the words as you wish.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

5. In the center of the invitation card, make a text box. Type a small message about the event. Add the date, time and venue of the event. As needed, change the look and size of words.

For help, see Help Guide reference in the above steps of this section C – Add text to your invitation card.

6. Change the alignment of words in the text box.

For help, see Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

7. Change the look of the text box border.

For help, see:

Graphics Skill 7.10: To add a color border around a text box

Graphics Skill 7.14: To add a fill color inside a text box

Graphics Skill 7.13: To remove a border from a text box

8. Move the text box so it is centered in your invitation card.

For help, see:

Graphics Skill 6.3: To move a line, shape or other object in a drawing

Word Processing Skill 5.6: To move a picture

9. Save your work.

D. Invitation Card Challenge (Optional)

1. Add a pattern to a shape to make your invitation card more colorful.

For help, see Graphics Skill 6.11: To fill a shape with a colorful pattern

2. Save your work.

Invitation Card



Invitation Card Challenge Example

Review Your Work

Look over your invitation card. Make sure it has the following elements:

- A title that invites people
- The date, time and venue of the event
- A short message about the event
- A picture that shows something important about the event

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Invitation Card

1. **Preview your invitation card before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your invitation card, click File. Then, click Print.** A Print window pops up.

Note: For Microsoft®Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

Note: If your invitation card covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

Note: For Microsoft®Office 2010 users, click the up arrow in the **Copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**