Creating Book Report Posters in Excel

1. Open Excel
2. Click on File and then Page Setup
3. Under Page tab adjust size to 200%
4. Click on Margins tab
5. Change header and footer to 0
6. Change top, bottom, right and left to 0.5
7. Click OK
8. Change page size to 50%
9. Notice the dark dotted lines. These designate pages. Stay within the first 4 pages (J and 56).
10. Click on Word Art tool
11. Choose Word Art and type in the name of the book.
12. Place WordArt at top of document making sure to stay within lines
13. Click on Insert, then Picture, then From File
14. Find the picture you wish to use for your book. You can copy the book jacket from an internet source like amazon.com.
15. Click Insert
16. Choose the color you want for border
17. Make weight 6 pt
18. Click OK
19. Click on Text Box tool
20. Create a text box at the bottom of document
21. Choose Font and size (28 or larger is suggested)
22. Make Font the color of choice
23. Tell about your book
24. Center all as you want
25. Save and Print It will print on 4 pages. You will need to cut the extra part off of *both left* sides and the *bottom* off of *both the top* pages
26. Glue top pieces together and bottom pieces together
27. Glue top and bottom together
28. Display