



Job #7 Invitations to Party



Directions: Mr. Boss has just told you that the company will be throwing a party for an employee that will be retiring soon. He does not want the invitations sent via Internet. He wants everyone to actually get an invitation to the party. Listed below is the information you will need for this invitation. You just need to worry about making one copy and then Mr. Boss will have copies made.

Use Publisher to make the card. You will need something on the cover to indicate that there is a party and a fun picture. You will need to have the information given below on the inside of the card so people know the specifics. You will also need at least one picture on the inside. Finally, you will need your name on the back as if you were the maker of the card.

Information to go on the inside of the card:

- What:** Retirement Party
- Who:** Michael Scott
- Why:** Retiring at the end of the month
- When:** The 28th of this month, 6:00 p.m.
- Where:** The Hornet's Nest (company lounge)