

Digital Functional Skills | Level 1 | Dog Cafe Poster Task | Task

Open the file **CMLS Dog Café Poster**.

1. Change the page layout to portrait.
2. Insert a table for these special offers in a suitable position on the poster.

Offer	Price
Puppuccino and a Gravy Bone	£2.00
Puppuccino and a Muffin	£3.20

Make sure the column widths are suitable and fit the data in the table.

3. Insert the image **Treats**.
4. Position the image to the right-hand side of the list of dog friendly treats.
5. Add a caption to the image.
6. Resize the image so it is 6cm in height. Make sure the proportions are maintained.
7. Set the image colour balance to 200%.
8. Format the heading text 'CMLS Dog Friendly Café' by changing the font colour and adding a highlight so the text stands out on the page.
9. Add a page border.
10. Make sure the poster fits the page and is clear and easy for people to read.

Resave and close the file **CMLS Dog Café Poster**.