

Digital Functional Skills | Level 1 | Vegan Cakes Poster Task | Task

Open the file **Nelly's Vegan Cakes 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
Strawberry Doughnut	£1.50
Salted Caramel Squares	£2.00

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

3. Insert the image **Cakes**.
4. Position the image to the right-hand side of the list of cakes.
5. Add a caption to the image.
6. Resize the image so it is 5cm in height. Make sure the proportions are maintained.
7. Set the image colour balance to 200%.
8. Format the heading text 'Nelly's Vegan Cakes' by changing the font colour and size 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 **Nelly's Vegan Cakes Poster**.