

Planning the Perfect Party: Lesson 4

The Internet can be used to search for websites that can help you plan events such as parties or celebrations.

Planning all aspect of a kid's party can be quite time consuming. But you can do most of it on a computer, including:

- Getting a theme and ideas for you party
- Creating and writing the invitations
- Buying party supplies and goody bags
- Finding activities and games for the party.

The following websites provide guides and tips on planning parties:

www.littlies.co.nz

www.lovetoparty.co.nz

www.whatsupkids.co.nz

www.kidspot.co.nz



It's a good idea to have a look at several websites to try and get lots of ideas for your party. You can also search for kid's party websites using a search engine like Google.

This is the party themes page on the website www.littlies.co.nz

party, theme party ideas, parties for kids - Microsoft Internet Explorer provided by Waitakere City

littlies™ for practical parenting!

activities & parties
annual cake competitions
arts and crafts
car travel
party cake ideas
party themes
artist party
bugs party
bubble party
christmas party
clown party
construction party
dinosaur party
fairy party
fairytale party
farm party
first birthday party
fishing party
hat party
ladybird party
lion party
magic party
mermaid party
music party
nursery rhymes
penguin party
pirate party
plane party
racing car party
rainbow party
space party
sports party
stripes party
teddy bear party
train party
yellow party
zoo party
regional activities
recipes
summer fun ideas

party themes

Looking for birthday party themes you child will never forget? Check out these fun ideas - Dinosaur, Lion, Fairytale, Pirate and many more.

artist bugs bubble
christmas clown construction
dinosaur fairy fairytale
farm first fishing
hat ladybird lion

don't worry
help is here!

We have great ideas for your next party
click here

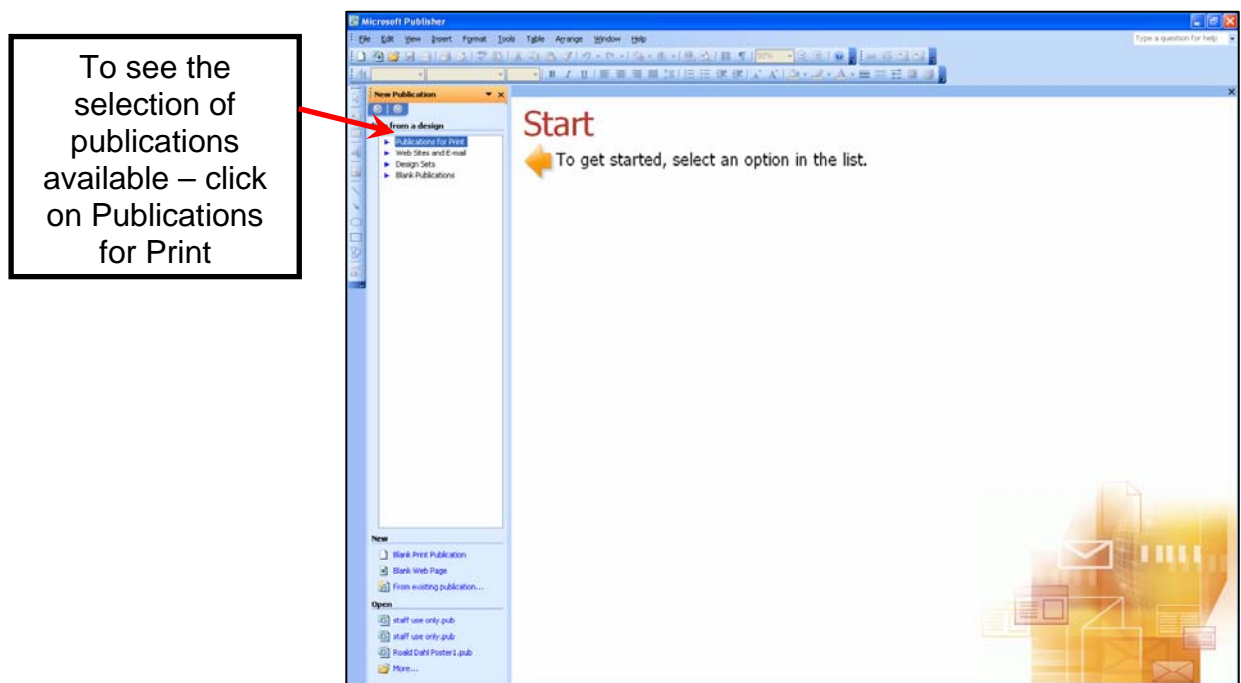
The menu on the side of the screen has links to pages on birthday cake idea and party activities

This website lists all of the party themes available down the centre of the page

Creating and Writing Party Invitations

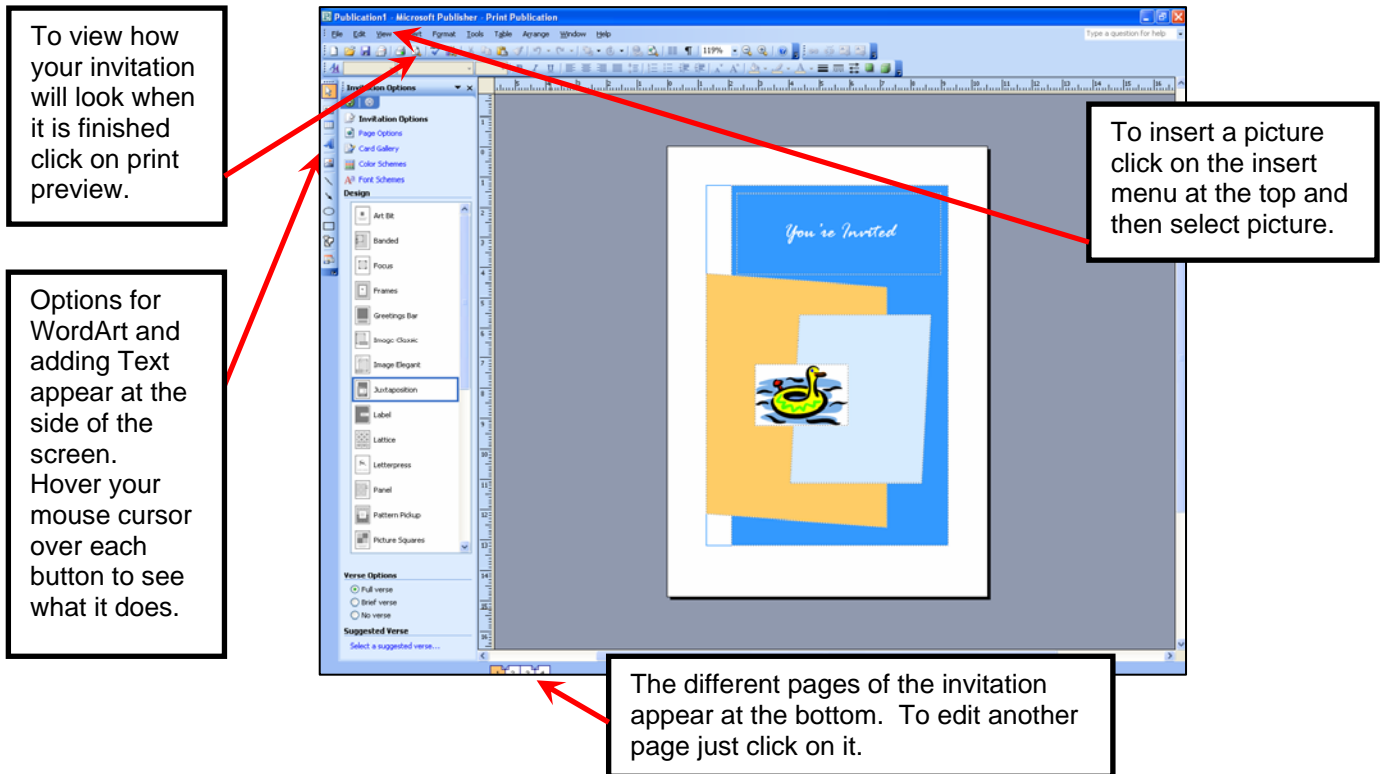
Microsoft Publisher provides templates for party invitations. This is a quick and easy way to create invitations that are fun and eye-catching for your children's party.

1. To open Publisher click on the Start Menu and then click on **Microsoft Office Publisher**.
2. From the screen that appears click on **Publications for Print** on the left hand side of the screen.



3. From the list of publications shown in this menu select **Invitation Cards**. A new list will appear. Select the type of invitation that you want from this list.
4. Different styles of Invitations will appear in the centre of the screen. You can use these styles as templates but still add your own pictures and text and personalise it for your child's party.
5. To pick an invitation style click on the invitation that you like.
6. The Invitation Template will come up on the screen.

7. A box will pop up asking you to input personal information. When creating an invitation this is not necessary, so just click cancel.



8. You can change anything on your invitation. To add text you can insert a **text box**, to add **pictures** or **clip art** click on the Insert Menu and go to the Picture option. You can even add **WordArt**, which is excellent for titles or bold statements.
9. You see the other pages of your invitation by clicking on the **page numbers** at the bottom the screen.
10. To view how your invitation will look click on the **'Print Preview'** button. An Invitation will be printed on an A4 page, and can be folded down into a small card.



Publisher can be used to create many different types of documents suitable for print. It's a good idea to spend some time familiarising yourself with the programme and exploring the different menus and options available to you, this will allow to create really distinctive Invitations.



Get your pre-school child involved in the design by asking them to pick favourite graphics or choose some of the wording to go on the Invitation.