



Publisher

Microsoft Publisher - Beginner

Getting Started

the Publisher application window · Publisher menus and toolbars · resetting the working folder · entering personal information · using help · exiting from Publisher.

Creating a Letterhead

the Publisher catalogue · using the letterhead wizard · saving a publication · zooming in and out of a publication · printing a publication · closing a publication · using the snap to options.

Creating a Flyer

the quick publication wizard · inserting a personal information component into a publication · inserting a clip art frame into a publication · combining and grouping frames.

Creating a Newsletter

examining options in the Publisher design gallery · inserting a masthead into a publication · setting up columns in a publication · inserting an attention getter into a publication · creating a drop cap · adding a new page to a publication.

Working with Frames

inserting a text frame into a publication · applying a fill colour to a text frame · reformatting text in a text frame · resizing and repositioning a text frame · resetting margins within a text frame · inserting a text file into a text frame.

Working with Shapes

drawing rectangles, ovals and lines · drawing custom shapes · rotating and flipping a shape · changing the level of a shape.

Additional Publisher Features

creating and applying a new style to text · finding and replacing text in a publication · inserting a picture frame into a publication.