

Publisher® 2021 & 365 Introduction

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Quick Reference Guide

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Creating Basic Publications

Creating a New Publication

1. If a document is open, click the "File" tab in the Ribbon and select "New" from the menu on the left.
2. Click a link (e.g. "Personal," "Built-in," etc.) to display the category's available templates.
3. Click a template to select it.
4. Select a design and change any available options in the "Customize" and "Options" sections to the right.
5. Click the "Create" button.
6. **To create a new blank publication,** click a "Blank" template size. **Or,** click the "More Blank Page Sizes" template; select a size, change settings in the "Customize" section, and click the "Create" button.

Changing a Publication's Template

1. Click the "Change Template" button in the "Template" group on the "Page Design" tab in the Ribbon.
2. Make changes to the existing publication's settings by adjusting options in the "Customize" and "Options" sections at the right of the "Change Template" dialog box. **Or,** select a new template from the list of choices. Click "OK."
3. Select "Apply template to the current publication" or "Create a new publication using my text and graphics." Click "OK."
5. Content that cannot be applied to a new template is displayed in the "Extra Content" pane. **To keep the content,** drag it onto the new publication.

Changing Page Size and Layout

1. Click the "Page Design" tab in the Ribbon.
2. **To switch the page orientation,** click the "Orientation" drop-down in the "Page Setup" group and select an orientation.
3. **To choose a preset page size,** click the "Size" drop-down in the "Page Setup" group and select size. **Or,** click "More Preset Page Sizes" at the bottom of the drop-down, select size, and click "OK."
4. **To change the margins using a preset option,** click the "Margins" drop-down in the "Page Setup

Creating a Business Information Set

A business information set stores frequently used information for future use, such as business name, position, address, email, phone, and logo.

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Add Business Information."
2. If no previous information set exists, enter the desired information into the "Create New Business Information Set" dialog box. Otherwise, click the "New" button that appears and enter information.
3. **To add a logo,** click the "Add Logo" button, navigate to the logo and select it, and click "Insert."
4. Enter a name in the "Business Information set name" field and click the "Save" button.
5. **To apply the new set to the existing publication,** click "Update Publication." Otherwise, click "Close."

Editing a Business Information Set

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Add Business Information."
2. Select the information set from the drop-down.
3. Click "Edit," make changes, and click "Save."
4. **To delete the information set,** click "Delete."
5. **To apply the set to the existing publication,** click "Update Publication." Otherwise, click "Close."

Switching Business Information Sets

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Add Business Information."
2. Select the information set from the drop-down.
3. Click "Update Publication."

Inserting Business Information

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon.

Customizing Publications

A scheme refers to a default style set of colors or lettering that can be easily applied to a publication.

Changing Color Schemes

1. Click the "Page Design" tab in the Ribbon and select a scheme in the "Schemes" group.
2. **To view more schemes,** click the "More" button in the lower-right corner of the "Schemes" group.

Creating a Custom Color Scheme

1. Click the "Page Design" tab in the Ribbon and click the "Schemes" button in the lower-right corner of the "Schemes" group.
2. Select "Create New Color Scheme" at the bottom of the scheme list.
3. Make color choices using the drop-downs in the "Create New Color Scheme" dialog box.
4. Enter a name in the "Color scheme name" text box.
5. **To save the custom scheme and apply it to the current publication,** click the "Save" button.

Changing Font Schemes

1. Click the "Fonts" drop-down button in the "Schemes" group on the "Page Design" tab in the Ribbon and select a scheme.

Creating a Custom Font Scheme

1. Click the "Fonts" drop-down button in the "Schemes" group on the "Page Design" tab in the Ribbon and select "Create New Font Scheme."
2. Select a "heading font" and "body font" from the drop-down choices.
3. Enter a name in the "Font scheme name" text box.
4. **To save the custom scheme and apply it to the current publication,** click the "Save" button.

Instructions



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Microsoft Publisher Training Manual

Angela Manning



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Microsoft Publisher 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-01 Complete classroom training manual for Microsoft Publisher 2019 124 pages and 64 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create publications format objects customize schemes create tables perform mailings prepare print files and much more Topics Covered Getting Acquainted with Publisher 1 The Publisher Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mode 7 The Scroll Bars 8 The Page Layout View Buttons 9 The Zoom Slider and Zoom Button 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Publications 1 Creating New Publications 2 Changing the Publication Template 3 Using Business Information 4 Saving Publications 5 Closing Publications 6 Opening Publications 7 Inserting New Pages 8 Deleting Pages 9 Moving Pages Basic Skills 1 Inserting Text Boxes 2 Inserting Shapes 3 Adding Text to Shapes 4 Inserting Pictures Saved Locally 5 Inserting Online Pictures 6 Inserting Picture Placeholders 7 Using the Scratch Area 8 Moving Resizing and Rotating Objects 9 Deleting Objects 10 Using Find and Replace 11 Using AutoCorrect 12 Inserting WordArt Formatting Objects 1 Formatting Text 2 Formatting Shapes 3 Formatting Pictures Using Building Blocks 1 Creating Basic Building Blocks 2 Using Building Blocks Master Pages 1 Using Master Pages Customizing Schemes 1 Creating a Custom Color Scheme 2 Creating a Custom Font Scheme 3 Customizing Page Backgrounds Using Tables 1 Creating and Deleting Tables 2 Selecting Table Elements 3 Inserting and Deleting Columns and Rows 4 Merging Text in Table Cells 5 Modifying Text in Table Cells 6 Formatting Tables Page Setup and Layouts 1 Using Page Setup 2 Using Layout Guides 3 Using the Rulers Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Previewing a Merge 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Merging a Catalog Printing 1 Previewing and Printing 2 Using the Pack and Go Feature 3 Sharing and Exporting Publications Helping Yourself 1 Using Publisher Help **Microsoft**

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View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

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