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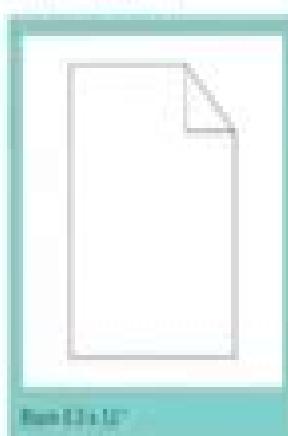
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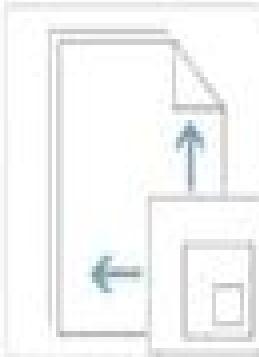
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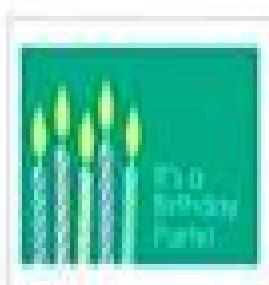


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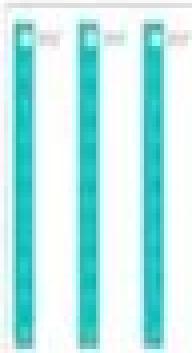
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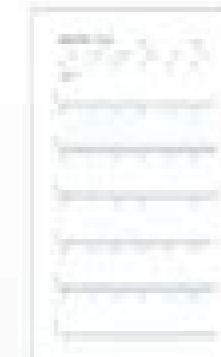
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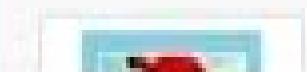
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# Microsoft Publisher Manual

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## **Microsoft Publisher Manual:**

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*Microsoft Publisher 2003* Maureen A. Kenney, Element K Press LLC., 2003

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## **Using Microsoft**

**Publisher 2000** Angela Manning,1999     *Microsoft Publisher 2016 Ez-ref Courseware*,2015-11-01 Note This is the black and white version of the student manual designed for instructor led classroom training and is meant to be used with our companion instructor guides for Microsoft Publisher 2016 For the black and white instructor guide search for ISBN 13 978 1522825456 For the color instructor guide search for ISBN 13 978 1522825524 For the color student manual search for ISBN 13 978 1522824985 For the black and white student manual search for ISBN 13 978 1522813408 To download the exercise files that accompany this title please visit <http://www.ezref.com> exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered One Day 6 8 hours MS Publisher Basics Screen Menu Quick Access Toolbar Ribbons ToolTips Using Help Creating a New Publication Changing Views Viewing Options Saving Opening Files Spell Checker AutoCorrect Changing Publication Options Inserting Deleting Pages Page Numbering Headers and Footers Working with Layout and Ruler Guides Printing Files Basic Editing Deleting Undeleting Redoing Formatting Text Fonts Point Size Color Adjusting Margins Line Spacing Alignment Identifying

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