

Publisher 2010



Microsoft

# Publisher 2010



# Microsoft Publisher 2010 User Guide

**Gary David Bouton**

## **Microsoft Publisher 2010 User Guide:**

*Microsoft Publisher 2010 Quick Reference Guide* Beezix, Inc Staff, 2011-12-05 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Publisher 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating a New Publication Changing Page Size Creating a Custom Color Scheme Changing a Publication's Color Scheme Creating a Custom Font Scheme Changing a Publication's Font Scheme Changing a Publication's Template Creating New Pages Moving a Page Deleting a Page Creating a Business Information Set Edit Delete a Business Information Set Switching Business Information Sets Inserting Business Information Creating a Logo from Publisher Objects Using a Master Page Suppressing a Master Page Change the Page Background Adding Page Numbers Changing Starting Page Number or Page Number Format Midway Through a Publication Inserting a Text Box Setting Columns in a Text Box Adding Shapes Fitting Text into an Object Flowing Text from Box to Box Flowing Text into a Shape Fancy Text WordArt Dropping the First Capital Letter Grouping and Ungrouping Adding Objects from the Design Gallery Rotating or Flipping an Object Changing the Object Order Wrapping Text around an Object Inserting a Table Resizing Table Rows and Columns Turn On Off Growing Table to Fit Text Adding a Header or Footer Saving as PDF Includes a list of keyboard shortcuts

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