

Microsoft Publisher 2010 Worksheet



1. When you open Microsoft Publisher and select **File** → **New**, you have options to choose from. Explore the options.

Identify three interesting **Templates**:

#1 -

#2 -

#3 -

Identify two interesting **Blank Page Sizes**:

#1 -

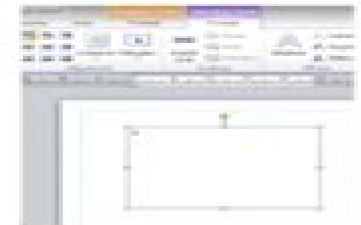
#2 -

2. What **Tab** _____ and **Group** _____ is the **Draw Text Box** icon?
How do you...a) change the size of the text box?

b) change the position of the text box?

c) rotate the text box?

d) get rid of the text box?



3. From the **Format** menu, you can select any number of different formatting options.

Remember - each menu item which has a drop down  arrow leads on to a further dialogue box from which you can select more options. Identify two options that you think are useful/creative:

#1

#2

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SA Adler



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