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Introduction to Microsoft Publisher

Day One Agenda:

- Introduction
- Templates
- Layout
- Inserting and Formatting Text
- Inserting and Formatting Pictures
- Practice, Questions

Day Two Agenda:

- Review Day One
- Tables
- Calendars
- Practice, Questions

Table of Contents

Opening Microsoft Publisher 2010

1. Click on Windows Start Button

3. Scroll down until you see **Microsoft Office**, click on it, and find **Microsoft Publisher 2010**.
4. Click to Open.
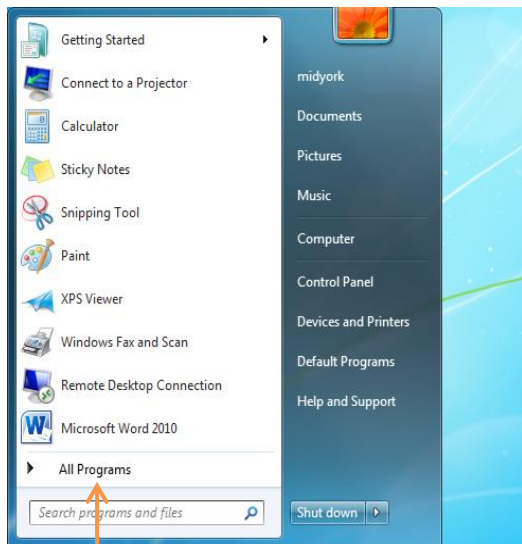
2. Next, click on **All Programs**
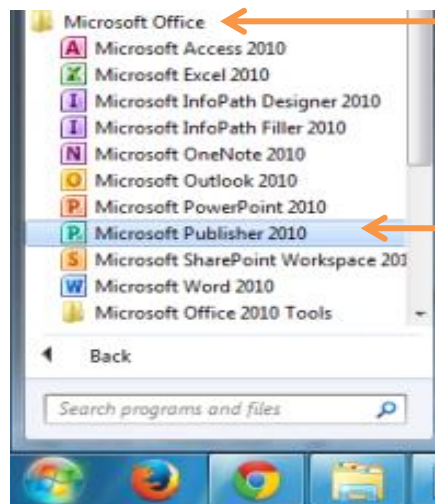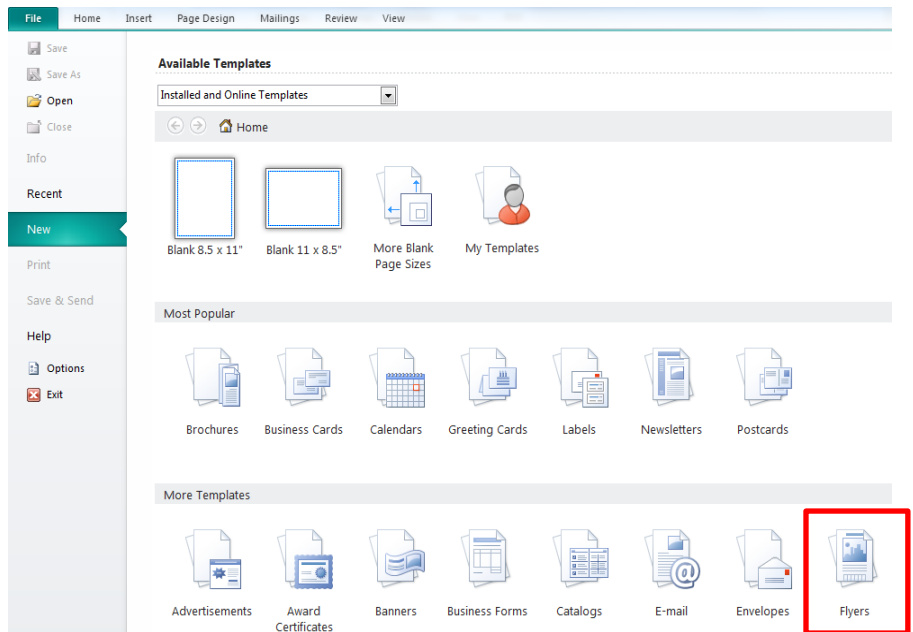
Publisher 2010 Layout

Publisher opens to a Page Design Screen.

This page is where you can locate various template designs for a multitude of business and personal needs.

You can start with a blank document or work from a pre-designed template.

We are going to start with a flyer template.

Publisher will give you several templates to choose from. Choose the type of document you want to create (calendar, flyer, greeting card, etc) then choose a design to work from. You can customize each design with company logos, different colors, and your unique information.

After you select the template, click on "Download" on the far right of your screen.
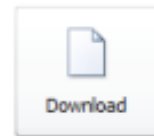
- o Tabs/Groups

  Tip! The ribbon is the menu that runs across the top of your screen. Each tab contains a set of groups with commands. Groups are collections of related command buttons. Clicking on different tabs will change the ribbon.
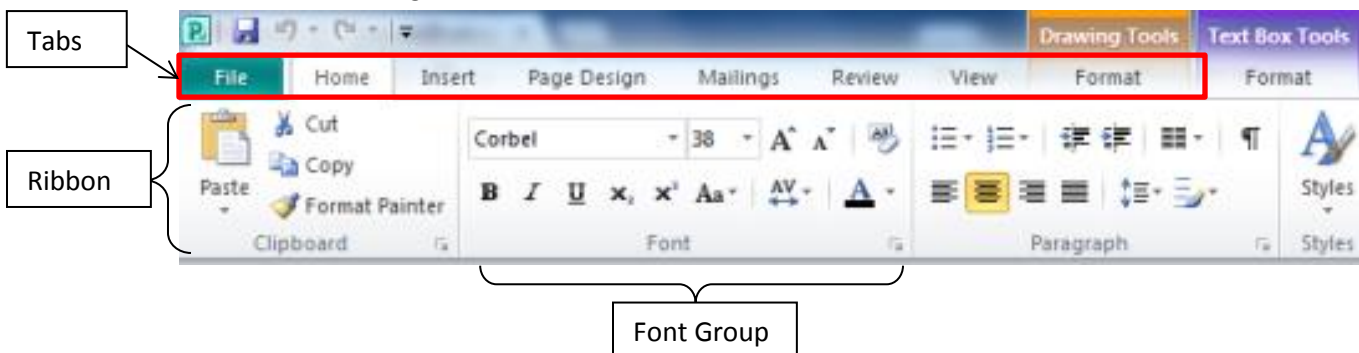
- o Mouse over

  Hold the mouse pointer over several buttons to find out what they do.

  Tip! If you don't know what a button does, you can hold the mouse over it to find out.

o Layers of a template

You will notice on a template that there are several layers - layers can consist of images, background colors, or text boxes. Click on different parts of the template to get familiar with the different layers. Clicking and dragging these objects will move them. If you move something by accident, don't worry, there is an undo button on the Quick Access Toolbar at the top of the screen. The keyboard shortcut to Undo is Ctrl Z.
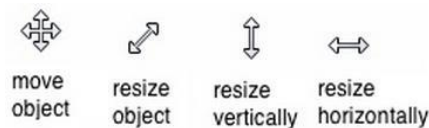
Text Boxes

A text box is a dedicated area to insert text. Most templates automatically have text box areas predesigned for your convenience. You can click inside the text box and edit as needed.

Resize a text box:

1. Select the text box by clicking on the perimeter or inside. You should see the box highlight with a border.
2. On the border you should see little bubbles on the corners and middle of the sides. When you hover your mouse over these bubbles, you will see your cursor change to a two-pointed arrow.
3. Click and drag your mouse on these bubbles to resize the text box. This takes some practice and finesse so don't get frustrated if it doesn't work for you right away.

Insert a new text box

1. Click on the **Insert** tab, and click on **Draw Text Box**
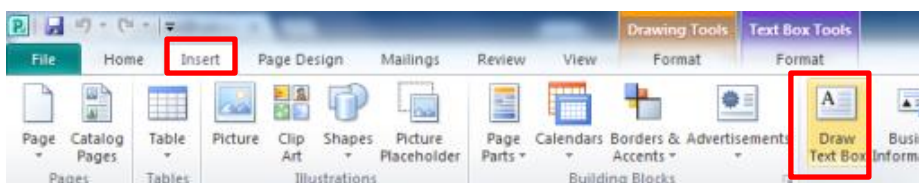
2. Move your cursor to the document and notice your cursor has changed to a crosshair icon ╋
3. Click and drag your cursor to form a text box. Once you release the left mouse button, your text box will be formed. You can resize and move the box as needed.

Connect text boxes for overflow text

You may find yourself in a situation where your text will not fit one given text box. You can link text boxes so overflow text continues in a separate place.

To connect to a new text box:

1. Make sure your original text box is selected.
2. Click the Text Box Tools Format tab, then click the Create Link command.
3. The link icon will replace your mouse cursor. Click in the document where you want the new text box to appear with your overflow text.
4. The new text box will appear with your previously unseen text. You may need to resize the text box as necessary.

Wrapping text

If you place a text box near another text box or object, you may notice them overlapping or not appear exactly the way you want. Changing the wrap text settings may fix this problem.

To wrap text around an object, such as a picture:

1. Select the object, then click on the Format tab that appears on the Ribbon.
2. Click the Wrap Text command. A drop-down menu will appear giving wrap text setting options. The picture icon will give you an idea which setting may match your needs. Once a setting is selected, the text will adjust based on the chosen option.
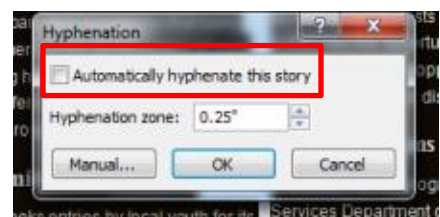
Hyphenation
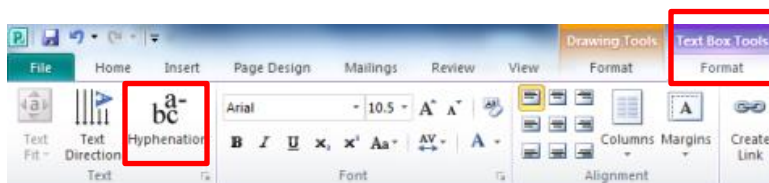
Microsoft Publisher automatically cuts words off with hyphens in order to fit text into a confined space. You can control how often the program hyphenates words by changing the hyphenation settings.
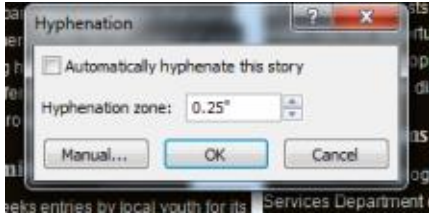
Hyphenation settings:
To remove all hyphens

1. Highlight the text
2. Click on Text Box Tools Format tab, then Hyphenation
3. Uncheck the box next to Automatically hyphenate this story, then OK

Changing the Hyphenation Zone

- Increasing the Hyphenation Zone will create fewer hyphens, but the text may appear more uneven on the right-side.
- Decreasing the Hyphenation Zone will break up your text with more hyphens. More hyphenated words will make the right edge of the text appear more even.

Formatting text

Grow/Shrink font

Home Tab

- o Font group
  - Font style and size
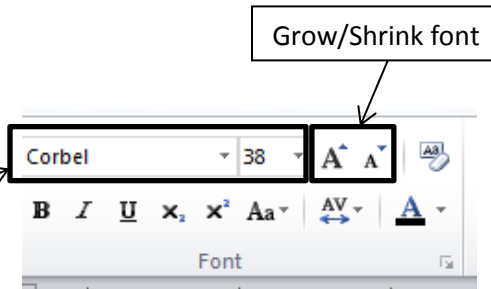
Demonstration: Select text to change the font. Demonstrate changing font size both by changing the number and by using the grow/shrink buttons.

Tip! When you hold your mouse pointer over each font, you can preview what that change will look like in your document. The changes aren't permanent until you click your selection!

- Bold, Italic, Underline

Tip! In Microsoft applications, buttons often show, rather than tell, what they do. For instance, the button for bold text has a picture of a bolded letter B, and the button for italic text has an italicized letter I.

- o Paragraph group

Number List

Bullet List

Alignment options

Line & Paragraph Spacing
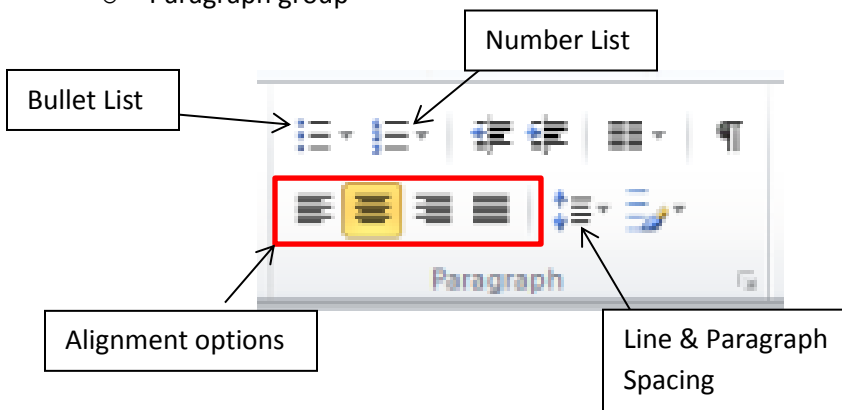
Tip! Once you've started a bulleted or numbered list, pressing Enter will automatically take you to the next item on the list. You can move right one level on a multi-level list by pressing Tab.

- Alignment

Tip! Left alignment is selected in the picture above, which means that the left edge of your text is straight (aligned), and the right edge is jagged. You can also center your text, align it to the right, or justify. Make sure the text you want to align is selected.

Tip! Justify stretches the text so that both sides are straight. You may notice that books are usually justified.

Inserting pictures and clip art

You are able to insert all sorts of graphics into a Publisher document, including pictures, tables, calendars, and more. In this class we will do a basic picture and clip art, but check out the **Insert** tab for more options.

- Click on **Insert** tab
- If you have a picture saved on your computer, select **Picture**. If you want to use an image from Microsoft's image library, select **Clip Art**.

If you selected **Clip Art**, a dialog box to the right will open asking you to enter keywords to search images. Enter your search terms and press Enter. A collection of images will appear in the window below. Double-click on the desired image. You may have to resize the image. Resizing images is just like resizing a text box. Click and drag on the border bubbles to resize.
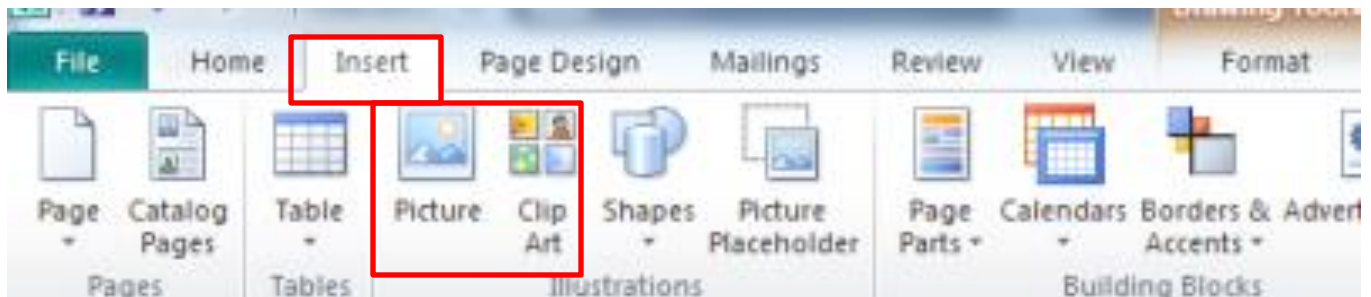
Inserting tables
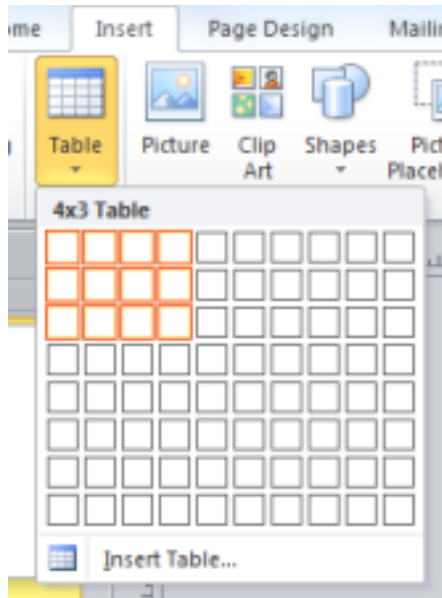
Tables make data easy to align and organize.

- Using the table option in the "Insert" tab you can insert a table of any size by choosing the number of rows and columns. To choose the number of columns and rows, hover your mouse over the diagram squares. The dimensions go "column x rows", so a 4x3 table will have 4 columns and 3 rows.

- After you add the table, you can insert additional rows and columns, merge and split cells, and change the borders and shading by going to the "Table Tools" tabs. The Table Tools will only appear when a table is selected.

- If you need to edit your table, such as insert a column or delete a row, try right clicking in a cell of the table. You will notice a list of options appear including insert and delete. You can choose whether you want to insert/delete a column or row, and to the right or left. These and many more options are also given in the Table Tools Design and Layout tabs. The table has to be selected in order for these tabs to be visible.
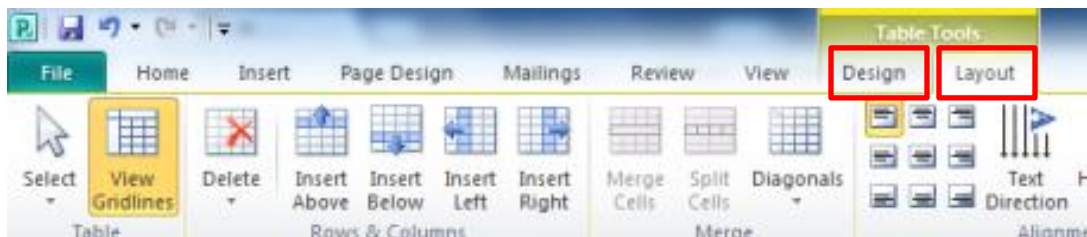
For more help:

- Visit the Goodwill Community Foundation (GCF)'s website for free tutorials

http://www.gcflearnfree.org/publisher2010