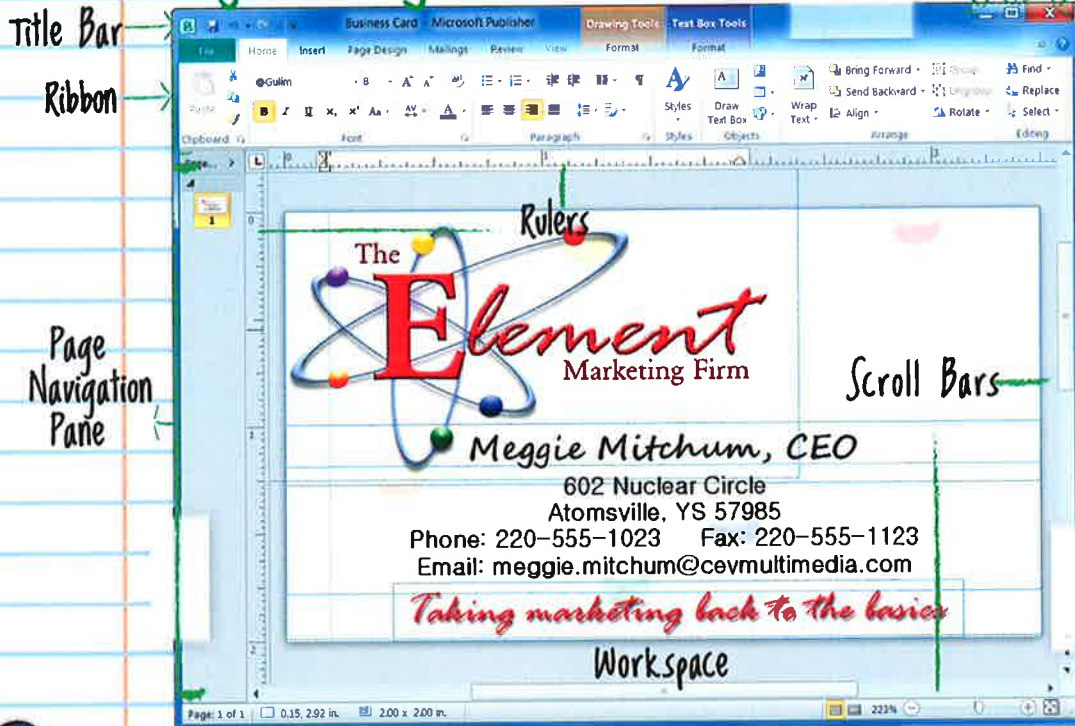


Microsoft®

Publisher 2010 Cheat Sheet

• Program Layout



Minimize Maximize Close

Use the various tools sections on the Ribbon to format and customize items in your publication.



The tabs on the Ribbon hold the major commands for the program.

• Keyboard Shortcuts

Program Shortcuts

Ctrl+O Open
 Ctrl+N Create New
 Ctrl+S Save
 Ctrl+P Print
 Ctrl+W Close
 F1 Open Help

Navigation Shortcuts

Ctrl+Shift+L Zoom to Full Page
 Ctrl+Shift+N Insert New Page
 Ctrl+Shift+U Add Duplicate Page
 Ctrl+Shift+O Show/Hide Guides
 Ctrl+M Switch to Master
 F5 Go to Page

Editing Shortcuts

Ctrl+X Cut
 Ctrl+C Copy
 Ctrl+V Paste
 Ctrl+Z Undo
 Ctrl+Y Redo
 Ctrl+A Select All

Formatting Shortcuts

Ctrl+B Bold
 Ctrl+I Italics
 Ctrl+U Underline
 Ctrl+L Left Align
 Ctrl+E Center Align
 Ctrl+R Right Align
 Ctrl+J Justify

• Program Basics

Create New Publication:

Click File Tab and choose New

Open a Publication:

Click File Tab and choose Open

Save a Publication:

Click File Tab and choose Save

Save Publication with a New Name:

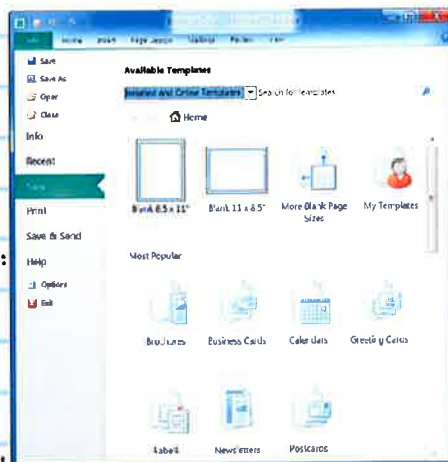
Click File Tab, Save As, type title

Print Preview:

Click File Tab and choose Print

Print Publication:

Click File Tab, Print and click Print



Adjust the Margins of a Publication:

Click Page Design Tab, in Page

Setup group click Margins

Show/Hide Layout Guides:

Click Page Design tab, in Layout group

click the checkbox next to guides

Change Page Orientation:

Click Page Design tab, in Page Setup

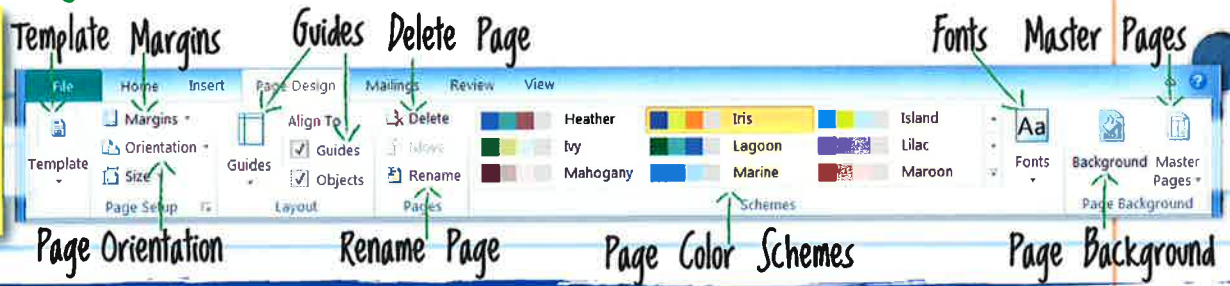
group click Orientation

Close Publication:

Click the Close button

• Page Design Tab

Use the commands on the Page Design tab for to create a unique page design.



• Formatting

Formatting Fonts:

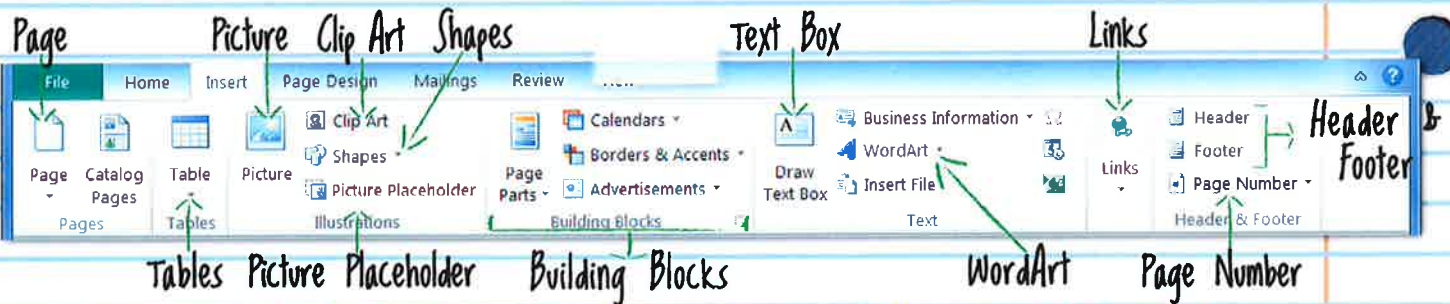
- Style: use the Bold, Italics and underline buttons
- Type: Choose an option from the Font List
- Size: Choose an option from the Font Size List
- Color: Choose an option by clicking the Font Color Button

Basic Formatting Tips:

- Create a bulleted list: Select the text, click Bullet icon on the Home tab in Paragraph group
- Create a numbered list: Select the text, click Numbering icon on the Home tab in Paragraph group
- Change paragraph alignment: Select paragraph, click an alignment icon on Home tab in Paragraph group

Formatting Objects:

- Move: Click and drag to location
- Resize: Select it, click and drag the sliding handle to the desired size (hold down Shift to stay proportional)
- Delete: Select and press Delete
- Group: Select objects, press Control Shift G
- Rotate: Select object, click and drag the rotation handle



You have easy access to insert objects by using the Insert tab on the Ribbon.

Remember: use the tools sections on the Ribbon to format and customize your publication.

• Graphics & Drawing

Adding Graphics:

- Clip Art: Click Insert tab, in Illustrations group click Clip Art
- Picture: Click Insert tab, in Illustrations group click Picture, choose file
- Table: Click Insert tab, in Tables group, click Table
- Shapes: Click Insert tab, in Illustrations group click Shapes and choose a shape then click and drag

• Text Box Basics

Insert Text Box:

Click Text Box icon on Insert tab, click and drag to desired size

Format Text Box:

Right-click and choose Format Text Box

Link Text Boxes:

Select first text box and then click Create Text Box link on the Text Box Tools Section

