Microsoft Publisher 2010 Cheat Sheet

Program Layout

Title Bar
Ribbon
Page Navigation Pane

Workspace

Rulers
Scroll Bars

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 a 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 a 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 a unique page design.

Formatting

Formatting Fonts:
- Style: use the Bold, Italic 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

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

Header & Footer

Tables, Picture Placeholder, Building Blocks

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