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A Quick Beginner's Guide to Microsoft Publisher

Getting Started With Microsoft Publisher Most of the templates in Publisher will offer up pre-made boxes and objects, so getting familiar with these is necessary. These boxes usually contain dummy text which you can easily double click and edit, customizing the font, size, and color.

Getting Started with Microsoft Publisher

Publisher comes with built-in templates. Click File > New, and do one of the following: Choose one of the Featured templates, and click Create. To use one of the templates installed in Publisher, choose Built-in, scroll to click the category you want, choose a template, and click Create.

Basic tasks in Publisher - Publisher - support.microsoft.com

To open Microsoft Publisher, go to the Start menu and then in Programs choose Microsoft Office-Microsoft Publisher. If this is the first time that you have used the program you will be prompted by a dialog box that will ask for your personal or company information. Once this is filled out, Publisher will place this in any publication that you create.

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If you start MS Publisher by clicking on an already existing publication on your computer, it will open automatically and your publication will be displayed in the MS Publisher window. To the right of the publication name, you will see the Help button.

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- In Publisher, click in the text frame where you want your imported text to start, and from the Insert menu, select Text File... you'll be prompted for the name and location of the file to import; when it's

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chosen, Publisher pours the text into the frame. Either way, if there's more text than will fit into your frame, you'll see:

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Getting Started with Microsoft® Publisher 2003 2. On the menu bar, click on Arrange, followed by Align or Distribute. 3. To centre the selected objects horizontally with each other, click on Align Center. Note: You can also align selected objects relative to the margin by first clicking on Relative to Margin Guides, and then choosing another

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Exploring Getting Started with Microsoft Publisher 2003

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