

Publisher 2010





Microsoft Publisher 2010 User Guide

Brien Posey

Microsoft Publisher 2010 User Guide:

Microsoft Publisher 2010 Quick Reference Guide Beezix, Inc Staff, 2011-12-05 Laminated guick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Publisher 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating a New Publication Changing Page Size Creating a Custom Color Scheme Changing a Publication's Color Scheme Creating a Custom Font Scheme Changing a Publication's Font Scheme Changing a Publication's Template Creating New Pages Moving a Page Deleting a Page Creating a Business Information Set Edit Delete a Business Information Set Switching Business Information Sets Inserting Business Information Creating a Logo from Publisher Objects Using a Master Page Suppressing a Master Page Change the Page Background Adding Page Numbers Changing Starting Page Number or Page Number Format Midway Through a Publication Inserting a Text Box Setting Columns 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