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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

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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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1.) From the start menu, select the icon that has newspapers and a  on it. 2.) Click the icon and you will be brought to the  or

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