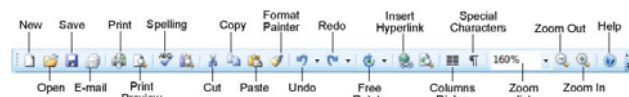


Microsoft Publisher 2007 Quick Reference Card

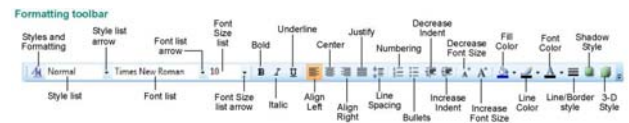
Screen Layout



The Standard Toolbar



The Formatting Toolbar

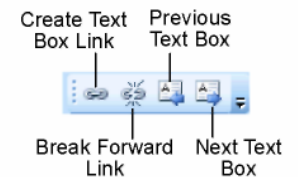


- **To Create a New Publication:** If necessary, select **File** → **New** from the menu to display the Getting Started window. Select the type of publication you want to create and choose a design. Specify a font/color scheme if desired and click **Create**.
- **To Create a Blank Publication:** If necessary, select **File** → **New** from the menu to display the Getting Started window. Click **Blank Page Sizes** and select the desired publication size. Specify a font/color scheme if desired and click **Create**.
- **To Open a Publication:** Select **File** → **Open** from the menu or click the **Open** button on the Standard toolbar.
- **To Save a Publication:** Select **File** → **Save** from the menu or click the **Save** button on the Standard toolbar.
- **To Save a Publication with a Different Name:** Select **File** → **Save As** from the menu, type a new name for the publication, select a new location, and click **Save**.
- **To Preview a Publication:** Click the **Print Preview** button on the Standard toolbar.
- **To Print a Publication:** Select **File** → **Print** from the menu. Make your specifications and click **OK**.
- **To Close a Publication:** Click the **Close** button.
- **To Get Help:** Press the <F1> key to open the Help window. Type your question and press <Enter>.
- **To Undo/Redo:** Click the **Undo** or **Redo** buttons on the Standard toolbar.
- **To Change the Color Scheme:** Select **Format** → **Color Schemes** from the menu and select a color scheme.
- **To Change the Font Scheme:** Select **Format** → **Font Schemes** from the menu and select a font scheme.
- **To Change the Background of a Publication:** Select **Format** → **Background** from the menu and select the options you want.
- **To Adjust the Margins of a Publication:** Select **Arrange** → **Layout Guides** from the menu and click the **Margin Guides** tab. Make your adjustments and click **OK**.
- **To Show or Hide Layout Guides:** Select **View** → **Boundaries and Guides** from the menu.
- **To Change Page Orientation:** Select **File** → **Page Setup** from the menu. In the Page Setup dialog box, select the page size that has the orientation you want and click **OK**.

Formatting

- **To Change Font Style:** Click the **Bold** button, **Italic** button, or **Underline** button on the Formatting toolbar.
- **To Change Font Size:** Click the **Font Size** list arrow on the Formatting toolbar and select a size from the list.
- **To Change Font Color:** Click the **Font Color** button list arrow and select a color from the list.
- **To Open the Font Dialog Box:** Select **Format** → **Font** from the menu.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter** button on the Standard toolbar and select the text to which you want to apply the copied formatting with the pointer.
- **To Create a Bulleted List:** Select the paragraph(s) you want to bullet and click the **Bullets** button on the Formatting toolbar.
- **To Create a Numbered List:** Select the paragraphs you want to number and click the **Numbering** button on the Formatting toolbar.
- **To Insert a Tab Stop:** Click on the ruler where you want to insert the tab stop.
- **To Adjust or Remove a Tab Stop:** Click and drag the L tab stop to the desired position on the ruler. Click and drag the tab stop off the ruler to remove it.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) on the Formatting toolbar.
- **To Insert a Drop Cap:** Place the insertion point anywhere in the paragraph for which you want to apply a drop cap. Select **Format** → **Drop Cap** from the menu, select a drop cap style, and

Connect Text Boxes toolbar



click **OK**.

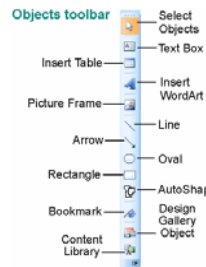
- **To Create a Style:** Click the **Styles and Formatting** button on the Formatting toolbar and click the **Create New Style** button in the

task pane. Make your specifications for the new style and click **OK**.

- **To Group Objects:** Select the objects you want to group and click the **Group Objects** button.
- **To Rotate an Object:** Select the object and click and drag its rotation handle. Release the mouse button when you're finished rotating.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Select **Insert** —> **Picture** —> **Clip Art** from the menu, locate an appropriate graphic, and click the graphic to insert it.
- **To Insert a Picture:** Select **Insert** —> **Picture** —> **From File** from the menu, select the file location and name, and click **Insert**.



- **To Adjust Text Wrapping:** Double-click the object, click the **Layout** tab, select a text wrapping option, and click **OK**.
- **To Draw an Object:** Click the appropriate button (**Line**, **Arrow**, **Oval**, **Rectangle**, or **AutoShapes**) on the Objects toolbar, click where you want to draw the object, and drag until the object reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.
To Format an Object: Double-click the object.
- **To Insert a WordArt Object:** Select **Insert** —> **Picture** —> **WordArt** from the menu, select a design from the WordArt Gallery dialog box, and click **OK**. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click **OK**.

KEYBOARD SHORTCUTS

General

Open a Publication	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Publication	<Ctrl> + <S>
Print a Publication	<Ctrl> + <P>
Close a Publication	<Ctrl> + <W>
Help	<F1>

Editing

Select All	<Ctrl> + <A>	Bold	<Ctrl> +
Cut	<Ctrl> + <X>	Italics	<Ctrl> + <I>
Copy	<Ctrl> + <C>	Underline	<Ctrl> + <U>
Paste	<Ctrl> + <V>	Align Left	<Ctrl> + <L>
Undo	<Ctrl> + <Z>	Center	<Ctrl> + <E>
Redo	<Ctrl> + <Y>	Align Right	<Ctrl> + <R>
Check Spelling	<F7>	Justify	<Ctrl> + <J>

Formatting

Increase Font	<Ctrl> + <=>
Decrease Font	<Ctrl> + <[>

Navigation and Layout

Zoom to Full	<Ctrl> + <Shift> + Page <L>
Toggle Between	<F9> Current and Full Page View
Go To Page	<F5>
Next Page	<Ctrl> + <Page Down>
Previous Page	<Ctrl> + <Page Up>
Insert New Page	<Ctrl> + <Shift> + <N>
Insert Duplicate Page	<Ctrl> + <Shift> + <U>
Show/Hide Layout Guides	<Ctrl> + <Shift> + <O>
Switch to Master Page	<Ctrl> + <M> Page
Beginning of Line	<Home>
End of Line	<End>

Microsoft Publisher 2007 Features Summary