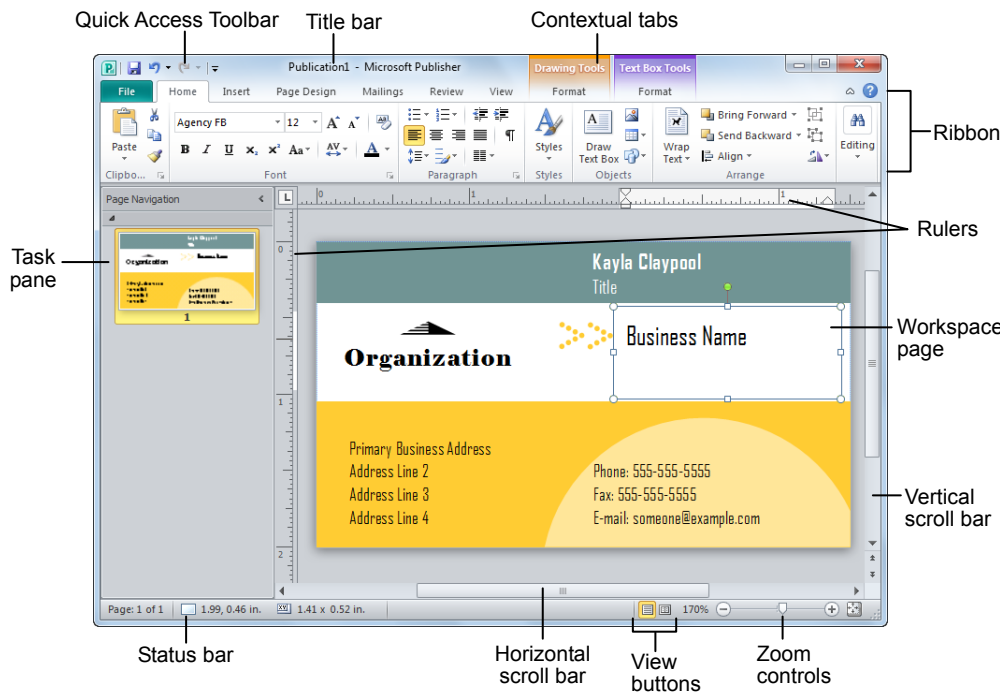


Microsoft®
Publisher 2010
 Quick Reference Card



Publisher 2010 Screen

Keystroke 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>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Check Spelling	<F7>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>
Increase Font Size	<Ctrl> + <]>
Decrease Font Size	<Ctrl> + <[>


Navigation and Layout

Zoom to Full Page	<Ctrl> + <Shift> + <L>
Toggle Between Current and Full Page View	<F9>
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>
Beginning of Line	<Home>
End of Line	<End>





The Fundamentals

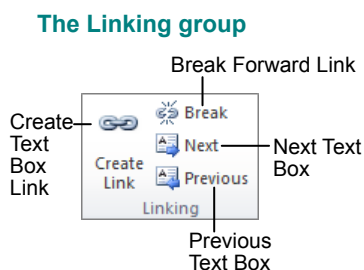
- **To Create a New Publication by Type:** Click the **File** tab on the Ribbon and select **New**. Select the type of publication you want to create. Click the desired publication and click **Create**.
- **To Create a Blank Publication:** Click the **File** tab on the Ribbon and select **New**. Click a **Blank** option (8.5 X 11" or 11 x 8.5"). Or, click **More Blank Page Sizes**, select the option you want to create and click **Create**.
- **To Open a Publication:** Click the **File** tab and select **Open**.
- **To Save a Publication:** Click the **Save** button on the Quick Access Toolbar. Or, click the **File** tab and select **Save** from the list. Or, press <Ctrl> + <S>.
- **To Save a Publication with a Different Name:** Click the **File** tab, select **Save As**, type a new name for the publication, select a new location, and click **Save**.
- **To Preview a Publication:** Click the **File** tab on the Ribbon and select **Print**. The preview appears in the right pane; use the **Previous** and **Next** buttons and **Zoom** to preview pages.
- **To Print a Publication:** Click the **File** tab on the Ribbon and select **Print**. Or, press <Ctrl> + <P>.
- **To Close a Publication:** Click the **Close** button in the window. Or, press <Ctrl> + <W>. Or, click the **File** tab on the Ribbon and select **Close** from the list.
- **To Get Help:** Press the <F1> key to open the Help task pane. Type your question and press <Enter>.
- **To Undo/Redo:** Click the **Undo** or **Redo** buttons on the Quick Access toolbar.
- **To Change the Color Scheme:** Click the **Page Design** tab on the Ribbon. Select a color scheme from the Color Schemes gallery.
- **To Change the Font Scheme:** Click the **Page Design** tab on the Ribbon. Click the **Fonts** button and select a font scheme from the list.
- **To Change the Background of a Publication:** Click the **Page Design** tab on the Ribbon. Click the **Page Background** button and click the **Background** button. Select a background from the list.
- **To Adjust the Margins of a Publication:** Click the **Page Design** tab on the Ribbon and click the **Margin** button. Select the margin setting you would like to use, or select **Custom Margins**, make your adjustments, and click **OK**.
- **To Show or Hide Layout Guides:** Click the **View** tab on the Ribbon and click the **Guides** check box in the Show group.
- **To Change Page Orientation:** Click the **Page Design** tab on the Ribbon and click the **Orientation** button. Select the orientation you wish to apply.
- **To Change Page Size:** Click the **Page Design** tab on the Ribbon and click the **Size** button.

Formatting


- **To Change Font Style:** Click the text box, table, or shape with text. Select the text you want to apply formatting to and click the **Home** tab on the Ribbon. Click the **Bold**, **Italic**, or **Underline** button in the Font group.
- **To Change Font Type:** Select the text you want to apply formatting to and click the **Home** tab on the Ribbon. Click the **Font** list arrow in the Font group and select a font from the list.
- **To Change Font Size:** Select the text you want to apply formatting to and click the **Home** tab on the Ribbon. Click the **Font Size** list arrow in the Font group and select a size from the list.
- **To Change Font Color:** Select the text you want to apply formatting to and click the **Home** tab on the Ribbon. Click the **Font Color** button list arrow in the Font group and select a color from the list.
- **To Open the Font Dialog Box:** Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Font group.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Home** tab on the Ribbon and click the **Format Painter** button in the Clipboard group. 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. Click the **Home** tab on the Ribbon and click the **Bullets** button in the Paragraph group.
- **To Create a Numbered List:** Select the paragraphs you want to number. Click the **Home** tab and click the **Numbering** button in the Paragraph group.
- **To Adjust Character Spacing:** Click the paragraph to which you want to apply the character spacing. Click the **Home** tab on the Ribbon, click the **Character Spacing** button, and select a spacing option from the list.
- **To Insert a Tab Stop:** Click where you want to insert the tab stop on the ruler. Or, click the **Home** tab on the Ribbon and click **Dialog Box Launcher** in the Paragraph group. Click the **Tabs** tab and insert tabs in the dialog box.
- **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 **L** tab stop off the ruler to remove it.
- **To Change Paragraph Alignment:** Select the paragraph(s). Click the **Home** tab on the Ribbon and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group.
- **To Insert a Drop Cap:** Click in the paragraph to which you want to apply a drop cap. Click the **Format** tab under Text Box Tools on the Ribbon. Click the **Drop Cap** button in the Typography group and select the drop cap style you wish to apply.
- **To Apply a Style:** Click the paragraph to which you want to apply the style. Click the **Home** tab on the Ribbon, click the **Styles** button, and select a style from the list.
- **To Create a Style:** Click the **Home** tab on the Ribbon and click the **Styles** button. Select **New Style** from the list, make your specifications for the new style, and click **OK**.

Text Boxes

- **To Insert a Text Box:** Click the **Home** tab on the Ribbon and click the **Draw Text Box** button in the Objects group. Position the mouse pointer where you would like to insert the text box and click and drag until the text box reaches the desired size. Release the mouse button when you're finished and enter text.
- **To Format a Text Box:** Click the text box you want to format and click the **Format** tab under Text Box Tools. Use the controls on the Ribbon to format the text box.
- **To Link Text Boxes:** Select the overflowing text box (marked with an ). Click the **Create Link** button on the **Format** tab under Text Box Tools. Click inside an empty text box with the  pointer.
- **To Unlink Text Boxes:** Select the linked text box that comes *before* the text box(es) you want to unlink, and click the **Break** button on the **Format** tab under Text Box Tools.
- **To Move Between Text Boxes:** Click the  **Previous** or  **Next** buttons, or click the **Previous** or **Next** buttons on the **Format** tab under Text Box Tools.
- **To Add Columns to Text Boxes:** Click the text box to which you want to add columns and click the **Format** tab under Text Box Tools. Click the **Columns** button. Select the number of columns you wish to apply.
- **To Change Text Box Margins:** Click the text box to which you want to add columns and click the **Columns** button. Select the number of columns you wish to apply.
- **To Manage Typography:** Click the text box in which you want to change the typography and click the **Format** tab under Text Box Tools. Use the buttons in the Typography group to change the appearance of text.



Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Search for the clip art you'd like to use and click to insert it.
- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Select the file location and name and click **Insert**.
- **To Adjust Text Wrapping:** Double-click the object, click the **Wrap Text** button in the Arrange group, and select a text wrapping option.
- **To Draw an Object:** Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group. Select the shape you wish to use, 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. To maintain the object's proportions, hold down the **<Shift>** key while resizing it.
- **To Insert a WordArt Object:** Click the **Insert** tab on the Ribbon and click the **WordArt** button in the Text group. Select a design from the list. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click **OK**.
- **To Group Objects:** Select the objects you want to group, click the **Format** tab under Drawing Tools on the Ribbon, 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.
- **To Insert a Building Block:** Building Blocks are pre-made objects, such as calendars, borders, pull quotes, sidebars, and headings, that can be added to your publication to make it look more professional. Click the **Insert** tab on the Ribbon, click a button in the Building Blocks group, and select the object you would like to insert.