

Introduction to Microsoft Publisher

1. What is the keyboard short cut to zoom in and out?
 - a. Left mouse button
 - b. F1
 - c. F9
 - d. Ctrl z
2. Name and describe each button



3. Explain the steps to “insert” graphics onto your document.
4. Besides the standard default toolbars you see when you open the program, what other toolbars are at your disposal and how do you view them?
5. You can save your document as a JPEG graphic? True or False
6. What other types of publication templates are available when you start a new design?
List 6 that you think are cool or useful.