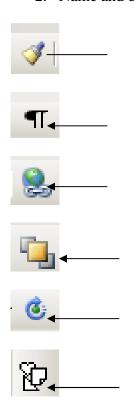
Introduction to Microsoft Publisher

- 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.