Activity Sheet:

MS Publisher 2010 – Enhancing your Docs

**Activity #1**

*Practice inserting a text box*

1. Open Microsoft Publisher and create a new, blank document
2. Use your zoom slider to adjust the view to your preference
3. Click on the **Insert** tab in the Ribbon
4. Click on the **Draw Text Box** button to create your text box large enough to type “Code Camp”
5. Change the font style and size to one of your choice and adjust the text box if necessary

*Practice inserting an image from online*

1. Click on the **Insert** tab in the Ribbon
2. Click on the **Clip Art** button
3. Type the keyword “Coding” and hit enter
4. Select an image of your choice and click **Insert**

**Activity #2**

*Practice copying, pasting and moving objects*

1. Select your text box
2. Click the **Copy** then **Paste** button in the Home tab
3. Move the new text box below your picture and adjust the font size to fit the following information:
   1. 1pm Saturdays in July & August @ Gail Borden
   2. Join this free club to learn and enhance your coding skills! Beginners welcome!
4. Adjust the text box as necessary

**Activity #3**

*Practice rotating, sending objects backward and grouping objects*

1. Click on the **Shape** button on the **Insert** tab and select **Double Brace**
2. Insert the shape so that it encompasses the title but leaves some room, like this: { Code Camp }
3. With the shape selected, click the **Send Backward** button on the Home Tab (this will help later)
4. With the shape still selected, hit the **Ctrl** button on your keyboard and click the text box
5. Click the **Home** tab, then click the **Group** button
6. Click on your inserted image and use the free rotate handle to tilt the image

**Activity #4**

*Practice using the Text Box Tools tab*

1. Select all the text in the text box describing the event (below the picture)
2. Click the **Align Center** button
3. Select all the text in the Code Camp text box
4. Adjust your title by changing the **Font Color**, increasing the **Font** Size and selecting a **Text Effect**

**Activity #5**

*Practice using the Drawing Tools tab*

1. Click on the Double Brace shape (just the brace in the grouped object – you should only see the **Drawing Tools** tab available)
2. Click the **Shape Fill** button and select a color (this will cover the text for the moment)
3. Click on the **Shape Outline** button and select a color
4. Manually change the **Height** to 1.5 and the **Width** to 5.5

**Activity #6**

*Practice using the Picture Tools tab*

1. Click on your inserted image
2. Use the **Brightness, Contrast** and/or **Recolor** buttons to alter your image
3. From the **Picture Styles** options, select a pre-made effect or use the **Picture Border** button to enhance your image
4. Click the **Picture Shape** button and select the Double Brace shape from the drop-down menu
5. Click the **Crop Button** to finish

**Activity #7**

*Practice inserting a new page*

1. Click the **Insert** Tab
2. Click the down arrow under the **Page** button
3. Click on **Insert Blank Page**