Activity Sheet: MS Publisher – Basics

**Activity #1**

*Opening a new template*

1. Open Microsoft Publisher 2013
2. Click the **Built-In** option
3. Click on the **Flyers** category
4. Under the **Event** section at the top, click **All Event**
5. Scroll down until you see the **Other** section and click on the template labeled **Company Event**
6. Click the **Create** button
7. Save your newly created flyer to the Desktop with the name “**Library Event Flyer**”

**Activity #2**

*Saving a document*

1. Click the **File** tab
2. Click on **Save As**
3. Select the **Desktop** as the location to save the document
4. In the **File Name** box, type **Library Event Flyer**
5. Click the **Save** button

**Activity #3**

*Understanding the basic elements of the program window*

1. What % is the **Zoom Slider** at? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many pages are in your document? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the title of your document? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What buttons would you click to minimize, maximize or close the document?

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1. What buttons are available in the **Quick Access Toolbar**?

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**Activity #4**

*Understanding The Ribbon and commands*

1. Which tab includes buttons to add bullet points? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many groups are located on the **Home** tab? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name one of the groups located on the **Insert** tab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name 3 of the 7 buttons located in the **Page Design** tab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Which tab would you use to print your document? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity #5**

*Editing text on your flyer*

1. In the Event Title box, type **Microsoft Publisher**
2. In the Date box, type **today’s date** following the same format (mm/dd/yy)
3. In the Time box, type **7:00pm**
4. In the Location box, type **Computer Training Center**
5. In the event description box, type **Learn how to use MS Publish!**
6. Delete all the text in the Contact Person box, and type **Call Registration at 847-429-4597**
7. Alter the font style, size and color of any or all of the text you edited then save your flyer with the changes you’ve made

**Activity #6**

*Selecting a Greeting Card template*

1. From the **File** tab, click the **New** button to create a new item
2. Follow the same procedure you would to select a flyer, except this time create a Birthday Card.

*Hint: Birthday Cards are found in the Greeting cards category.*

1. Click on any template to view options on the preview bar
2. Under **Customize** on the right-hand side, choose a different **Color Scheme**
3. Under **Options**, choose which way your card will fold
4. Click the **Create** button
5. Use the **Page Navigation Pane** to see each page of your card. If desired, make changes and save your card.

**Activity #7 – Challenge Activity if time permits**

*Selecting a Calendar template*

1. From the **File** tab, click the **New** button to create a new item
2. Find a template for a **Calendar** that you like
3. Under **Customize** on the right-hand side, choose a different **Color Scheme**
4. Under **Options**, click the **Set Calendar Dates** button. Have the **Start date** be December 2015 and **End date** be January 2016. Click the **OK** button.
5. Determine if you would like to include a **Schedule of Events** by checking the box
6. Click the **Create** button
7. Use the **Page Navigation Pane** to see each month. If desired, make changes and save your calendar.