

MICROSOFT PUBLISHER REVIEW SHEET

SECTION 2 – ON-SCREEN LAYOUT AND BUTTONS

The screenshot shows the Microsoft Publisher application window. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Arrange, Window, Help, and Adobe PDF. The toolbar contains icons for New Document, Open, Save, Print, Undo, Zoom, Bold, Italic, Underline, and other text and layout tools. The main workspace displays a document with a text box containing the following text:

If you are observant you are. I am impressed at how observant you are. Remember to study what keys are on the home row as well as what happens when you click once, twice, or three times on text on your screen. Those will definitely be on the quiz. Questions related to picture insertion, resizing, making pictures transparent, and types of fonts could also make guest appearances on your quiz.

To the right of the text box is a picture of Yoda. Below the picture is a text box containing the following address:

MR. I. M. PERFECT
FLEETWOOD AREA MIDDLE SCHOOL
407 N. RICHMOND STREET
FLEETWOOD, PA 19522

Callout boxes with arrows point to the following buttons and features:

- New Document
- Open
- Save
- Print
- Undo
- Zoom
- Bold
- Italic
- Underline
- Crop
- Make Transparent

The status bar at the bottom shows the page number 1, the page count 2, and the dimensions of the selected object: 5.031, 0.250 in. and 0.577 x 0.866 in.