

MICROSOFT PUBLISHER REVIEW SHEET

SECTION 1 – ON-SCREEN LAYOUT AND BUTTONS

The image shows a screenshot of the Microsoft Publisher software interface. The window title is "Microsoft Publisher - [document name].blp". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Arrange, Window, Help, and Adobe PDF. The toolbar contains various icons for file operations, editing, and formatting. The main workspace is divided into a left margin, a central text area, and a right margin. A ruler is visible at the top and left. A text box contains the following text:

If you are reading this, 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.

Below the text box is an "Insertion Point" (a vertical line with a small square at the top). To the right of the text box is a picture of a person. Below the picture is a text box containing the following text:

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

The interface also shows a status bar at the bottom with the page number "1" and "2", and dimensions "3.375, 1.438 in." and "2.125 x 0.719 in.".

Labels with arrows pointing to specific features in the interface include:

- Align Left
- Align Right
- Font
- Font Size
- Center
- Font Color
- Ruler
- Insertion Point
- I-Beam Cursor
- Scroll Bars