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Getting Started With Microsoft Publisher . Before you start getting your hands dirty, there are a few basics you need to know. Because MS Publisher deals with all kinds of layouts, objects, formats and content, it doesn't work exactly like you're used to in MS Word. Below is a quick guide on how to go about the basic stuff. Working with Objects

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A Quick Beginner’s Guide to Microsoft Publisher

How to Add New Text in Publisher. You can also add new text boxes to your publication. To add a new text box: Select the page you want to add text to in the left pane. Select the Insert tab on the Ribbon, and then choose Draw Text Box in the Text section. The cursor will change to a cross or plus sign.

Microsoft Publisher Tutorial for Beginners

Save your business information to pre-populate fields, save time, and ensure consistency. Select Insert >Business Information. > Edit Business Information. Select Add Logo to add a logo or image. Browse to the logo, and select Open. For Business Information set name, type a name like Personal, School, or Company.

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Save in Publisher - Publisher

Whether you are new to Publisher or need a refresher, these practical tutorials will benefit anyone who uses Publisher to create items for publication. This online course will help you learn tips and tricks for managing pictures that are added to your print, for working with text and adding shapes to enhance your publication.

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The most up-to-date version of Microsoft Publisher is always available with an Office 365 subscription. Publisher 2019 is the latest classic version of Publisher. It is a one-time purchase that does receive updates. Previous versions include Publisher 2016, Publisher 2013, Publisher 2010, Publisher 2007, and Publisher 2003.

Quick Course In Microsoft Publisher

The very good Quick Course series covers all of Microsoft's most popular software applications from Office to Outlook, from Access to Excel, from Explorer to Word. Written for beginners, these self-training manuals discuss only the most useful features of the software profiled. They are very simple, well written, and illustrated.

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