

Publisher XP

Manual - Intermediate Level



SAMPLE

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Contact Information

Australia / Asia Pacific / Europe (ex. UK) / Rest of the World

Email: info@cheltenhamcourseware.com.au
Web: www.cheltenhamcourseware.com.au

USA / Canada

Email: info@cheltenhamcourseware.com
Web: www.cheltenhamcourseware.com

UK

Email: info@cctglobal.com
Web: www.cctglobal.com



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SAMPLE

Drawings and Pictures

When you have completed this learning module you will have seen how to:

- Draw a Line
- Draw an Arrow
- Draw an Oval
- Draw a Rectangle
- Add AutoShapes
- Display the AutoShapes Toolbar
- Change Fill Color
- Change Line Color
- Change Line Style
- Change Dash Style
- Change Arrow Style
- Add Shadow Style
- Add 3-D Style
- Resize Objects
- Move Objects
- Display the Insert Clip Art Task Pane
- Search for Clip Art
- Customize a Clip Art Search
- Use the Clip Organizer
- Search for Clips Online
- Insert Clip Art
- Insert a Picture from a File
- Insert a Picture from a Scanner or Camera
- Change how a Picture is Viewed
- Display the Picture Toolbar
- Adjust Clip Art and Picture Color
- Adjust Clip Art and Picture Contrast
- Adjust Clip Art and Picture Brightness
- Crop Clip Art and Pictures
- Add a Border to Clip Art or Pictures
- Apply Text Wrapping to Clip Art or Pictures
- Set a Transparent Color
- Reset Clip Art or Pictures
- Use the Design Gallery
- Add an Element by Object Category
- Add an Element by Object Design
- Add an Element from Your Objects
- Add an Object to the Design Gallery

Drawing Lines and Shapes

Drawing a Line

- Click the **Line** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the line you want.

Note: Hold the **Shift** key down while you're drawing the line to angle the line 15 degrees at a time.

Drawing an Arrow

- Click the **Arrow** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the arrow you want.

Drawing an Oval

- Click the **Oval** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the oval you want.

Note: Hold the **Shift** key down while you're drawing the oval to draw a perfect circle.

Drawing a Rectangle

- Click the **Rectangle** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the rectangle you want.

Note: Hold the **Shift** key down while you're drawing the rectangle to draw a perfect square.

Adding AutoShapes

- AutoShapes are pre-drawn shapes that offer an easy alternative to drawing your own shapes. AutoShapes come in several shape categories including **Lines**, **Connectors**, **Basic Shapes**, **Block Arrows**, **Flowcharts**, **Stars and Banners**, and **Callouts**.

To add an AutoShape:

- Click the **AutoShapes** button on the **Objects** toolbar:



OR from the main menu, select **Insert > Picture > AutoShapes**.

- Select the AutoShape you want from the drop-down menu.
- Click on the publication page and drag your mouse until you have the AutoShape you want.

Displaying the AutoShapes Toolbar

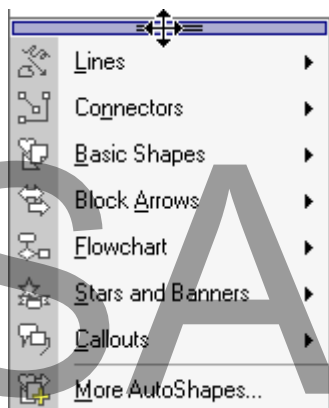
- If you are drawing multiple AutoShapes, it can be easier to work from the **AutoShapes** toolbar.

To display the AutoShapes toolbar:

- Click the **AutoShapes** button on the **Objects** toolbar

OR from the main menu, select **Insert > Picture > AutoShapes**.

- Position your mouse cursor over the horizontal lines at the top of the **AutoShapes** drop-down menu:



- Click and drag your mouse until you have a floating **AutoShapes** toolbar:



Changing Fill Color

- Select the object you want to fill.
- Click the down arrow on the **Fill Color** button on the **Formatting** toolbar:



- Select the fill color you want from the drop-down menu.

Note: To customize your fill color, select **More Fill Colors** or **Fill Effects**.

Changing Line Color

- Select the line for which you want to change color.
- Click the down arrow on the **Line Color** button on the **Formatting** toolbar:



- Select the line color you want from the drop-down menu.

Note: To customize your line color, select **More Line Colors** or **Patterned Lines**.

Changing Line Style

- Select the line for which you want to change line style.
- Click the **Line/Border Style** button on the **Formatting** toolbar:



- Select the line style you want from the drop-down menu.

Note: To customize your line style, select **More Lines**.

Changing Dash Style

- Select the line you want to change to dash style.
- Click the **Dash Style** button on the **Formatting** toolbar:



- Select the dash style you want from the drop-down menu.

Changing Arrow Style

- Select the line you want change to arrow style.
- Click the **Arrow Style** button on the **Formatting** toolbar:



- Select the arrow style you want from the drop-down menu.

Note: To customize your arrow style, select **More Arrows**.

Adding Shadow Style

- Select the object for which you want to add a shadow.
- Click the **Shadow Style** button on the **Formatting** toolbar:



- Select the shadow style you want from the drop-down menu.

Note: To customize your shadow style, select **Shadow Settings**. This opens the **Shadow Settings** toolbar:



Adding 3-D Style

- Select the object for which you want to add a 3-D style.
- Click the **3-D Style** button on the **Formatting** toolbar:



- Select the 3-D style you want from the drop-down menu.

Note: To customize your 3-D style, select **3-D Settings**. This opens the **3-D Settings** toolbar:



Resizing Objects

- Select the object you want to resize.
- Click and drag the **Resize** handle to the size you want:



Moving Objects

- Select the object you want to move:



- Click and drag the object to where you want.

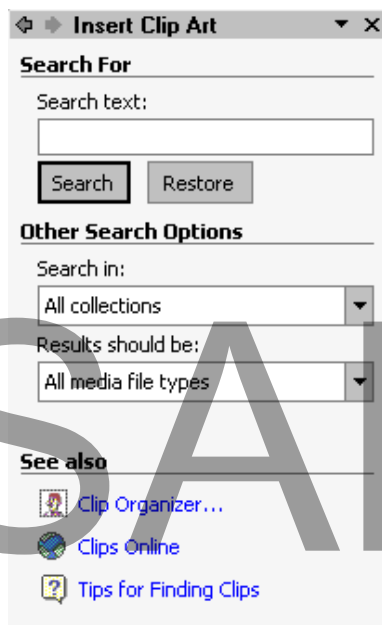
Understanding the Insert Clip Art Task Pane

Using the Insert Clip Art Task Pane

- The **Insert Clip Art** Task Pane provides access to Clip Art available from your collections, Office collections, or Web collections. Clip Art includes **drawings, photos, sounds, animations**, and other media files that can enhance your publication.

Displaying the Insert Clip Art Task Pane

- From the main menu, select **Insert > Picture > Clip Art**:



OR click the **Clip Organizer Frame** button on the **Objects** toolbar:



Note: When you first use the **Insert Clip Art** Task Pane, you will be

prompted to add clips to your **Clip Organizer**. This will search your computer for media clips and organize your clips into the **My Collections** folder:



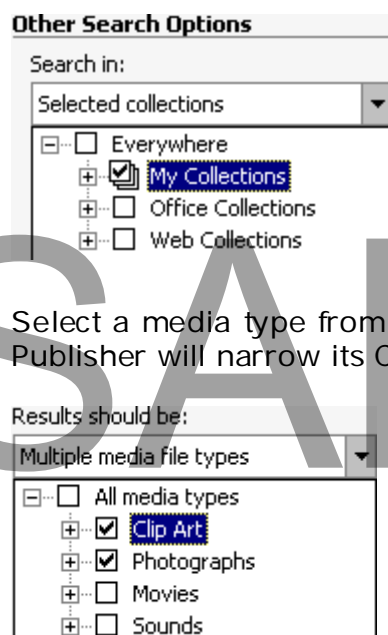
Searching for Clip Art

- Enter descriptive keywords to search for clips in the **Search text** textbox.
- Click **Search**.

Note: To do another search, click the **Modify** button at the bottom of the **Insert Clip Art** Task Pane.

Customizing a Clip Art Search

- Select a collection from the **Search in** drop-down menu. Publisher will narrow its Clip Art search to the collections you select:



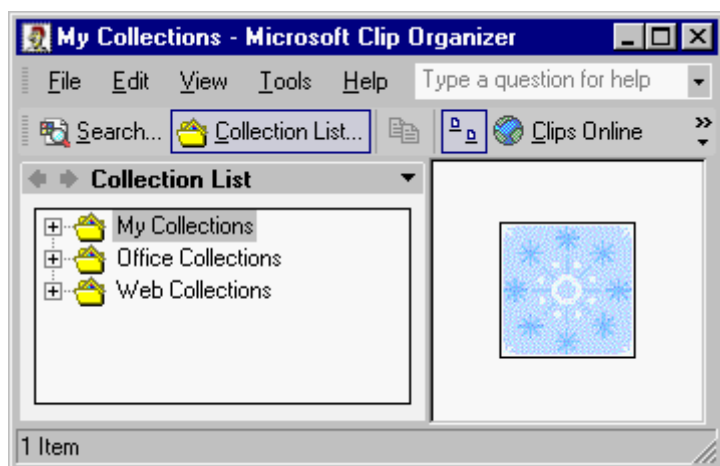
- Select a media type from the **Results should be** drop-down menu. Publisher will narrow its Clip Art search to the media file types you select:

Using the Clip Organizer

- The Clip Organizer organizes Clip Art into the **My Collections**, **Office Collections**, and **Web Collections** folders. The Clip Organizer is useful for browsing through clip collections and managing Clip Art options.

To display the Clip Organizer:

- Click the **Clip Organizer** link at the bottom of the **Insert Clip Art** Task Pane:



Searching for Clips Online

- The **Web Collections** Clip Art folder automatically updates its Clip Art from the Web if you have an open Internet connection. You can also search for online clips directly.

To search for clips online:

- Click the **Clips Online** link at the bottom of the **Insert Clip Art** Task Pane.

Note: If this is the first time you are accessing clips online, you will be asked to accept a User Agreement.

Inserting Clip Art

- From your search results, click on the clip you want.

OR

- Click the down arrow next to the clip you want.
- Click **Insert**.

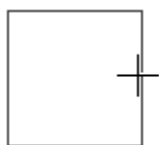
Adding Pictures

Inserting a Picture from a File

- From the main menu, select **Insert > Picture > From File**. This opens the **Insert Picture** dialog box.
- Locate and select the picture you want.
- Click **Insert**.

OR

- Click the **Picture Frame** button on the **Objects** toolbar.
- Click on the publication page and drag your mouse to create a picture frame box:

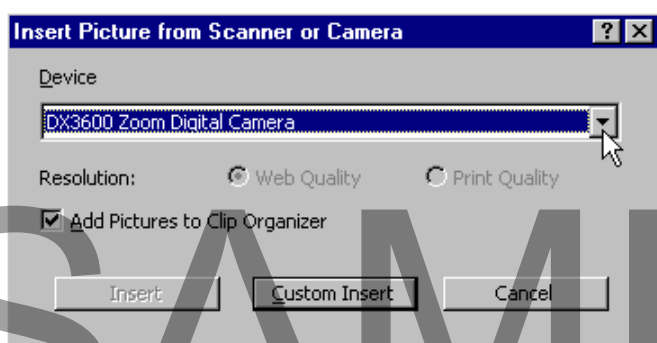


- This opens the **Insert Picture** dialog box.
- Locate and select the picture you want.
- Click **Insert**.

Note: The inserted picture will automatically resize to fit the **Picture Frame** box.

Inserting a Picture from a Scanner or Camera

- From the main menu, select **Insert > Picture > From Scanner or Camera**. This opens the **Insert Picture from Scanner or Camera** dialog box:



- Select the device from the drop-down menu that contains the pictures you want.
- Click the **Custom Insert** button.
- Locate and select the picture(s) you want.
- Click **Get Picture**.

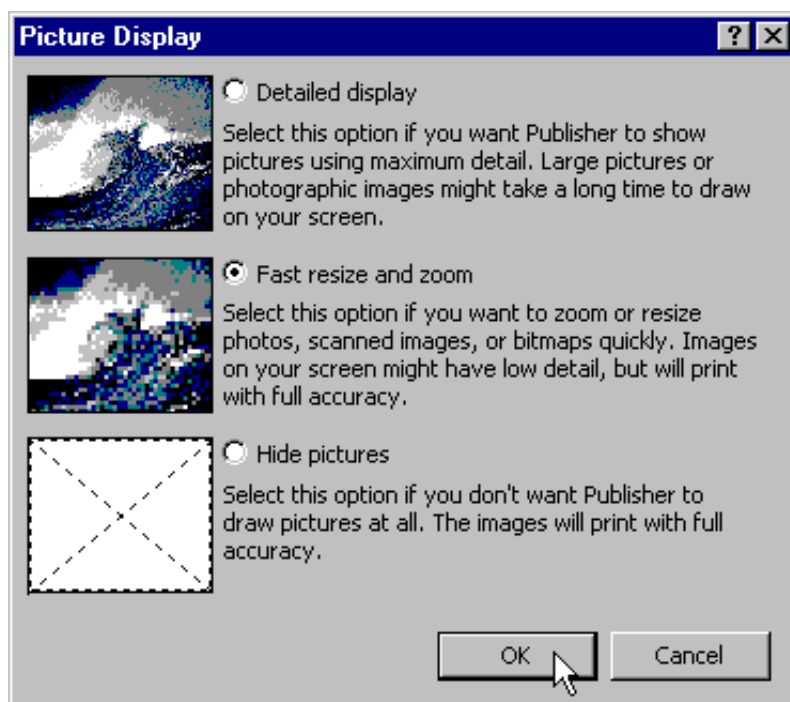
Note: If you don't want your pictures added to the **Clip Organizer**, uncheck the **Add Pictures to Clip Organizer** box.

Changing how a Picture is Viewed

- Changing how a picture is viewed in your publication does not affect the picture's print quality.
- Changing how a picture is viewed is useful if you have large images in your publication that take a long time to load.

To change how a picture is viewed:

- From the main menu, select **View > Pictures**. This opens the **Picture Display** dialog box:



- Check the display option you want.
- Click **OK**.

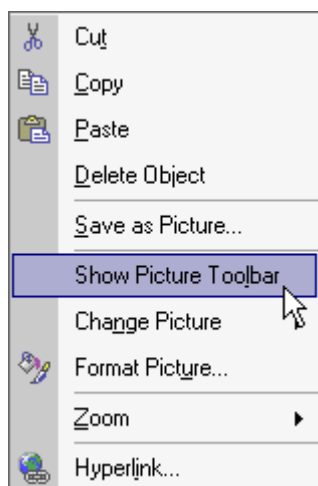
Modifying Clip Art and Pictures

Displaying the Picture Toolbar

- The **Picture** toolbar offers a central and convenient way to modify images.

To display the Picture toolbar:

- Right-click on the image you want to modify.
- From the pop-up menu, select **Show Picture Toolbar**:



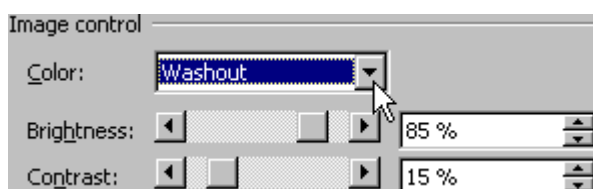
OR from the main menu, select **View > Toolbars > Picture**.

Adjusting Clip Art and Picture Color

- Select the image for which you wish to adjust color.
- Click the **Color** button on the **Picture** toolbar.
- Select a color from the drop-down menu.

OR

- Right-click on the image for which you wish to adjust color.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.
- Select a color from the drop-down menu in the **Image control** area:



- Click **OK**.

Adjusting Clip Art and Picture Contrast

- Select the image for which you wish to adjust contrast.
- Click the **More Contrast** or **Less Contrast** button on the **Picture** toolbar:



OR

- Right-click on the image for which you wish to adjust contrast.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.
- Increase or decrease contrast in the **Image control** area.
- Click **OK**.

Adjusting Clip Art and Picture Brightness

- Select the image for which you wish to adjust brightness.
- Click the **More Brightness** or **Less Brightness** button on the **Picture** toolbar.

OR

- Right-click on the image for which you wish to adjust brightness.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.
- Increase or decrease brightness in the **Image control** area.
- Click **OK**.

Cropping Clip Art and Pictures

- Select the image you want to crop.
- Click the **Crop** button on the **Picture** toolbar. This will add crop marks to your picture.
- Click and drag the crop marks to where you want:



OR

- Right-click on the image you want to crop.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.

- Crop the picture in the **Crop from** area:

Crop from			
Left:	<input type="text" value="0"/>	Top:	<input type="text" value="0"/>
Right:	<input type="text" value="0"/>	Bottom:	<input type="text" value="0"/>

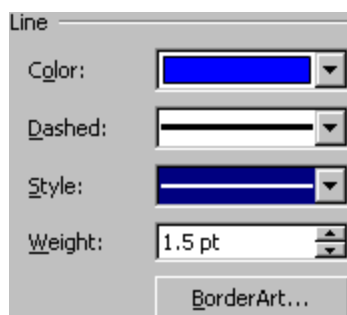
- Click **OK**.

Adding a Border to Clip Art or Pictures

- Select the image to which you want to add a border.
- Click the **Line/Border Style** button on the **Picture** toolbar.
- Select the border style you want from the drop-down menu.

OR

- Right-click on the image to which you want to add a border.
- From the pop-up menu, select **Format Picture**.
- Click on the **Colors and Lines** tab.
- Select border options from the **Line** area:



- Click **OK**.

Note: To select a graphic border, click the **BorderArt** button.

Applying Text Wrapping to Clip Art or Pictures

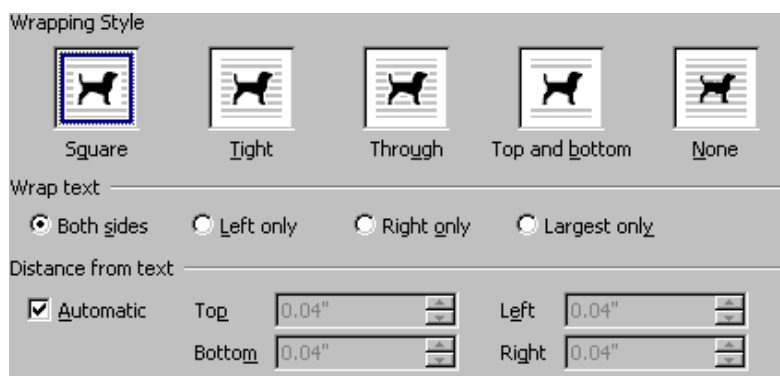
- Text wrapping options dictate how text flows around a graphic.

To apply text wrapping options to an image:

- Select the image to which you want to apply text wrapping options.
- Click the **Text Wrapping** button on the **Picture** toolbar.
- Select the wrapping style you want from the drop-down menu.

OR

- Right-click on the image to which you want to apply text wrapping options.
- From the pop-up menu, select **Format Picture**.
- Click on the **Layout** tab.
- Select wrapping options from the **Wrapping Style** area:



- Click **OK**.

Note: If text is not wrapping around an image, try bringing the image to the front. Layering is discussed in more detail later on in this Training Manual.

Setting a Transparent Color

- Setting a transparent color allows you to select one color in an image and make that image color transparent.

To set a transparent color:

- Select the image for which you want to set a transparent color.
- Click the **Set Transparent Color** button on the **Picture** toolbar.
- Click on the image color you want to make transparent.

Note: You can fill the transparent color with another color by selecting a color and corresponding transparency in the **Colors and Lines** tab area in the **Format Picture** dialog box.

Resetting Clip Art or Pictures

- Select the image you want to reset.
- Click the **Reset Picture** button on the **Picture** toolbar.

Understanding the Design Gallery

Using the Design Gallery

- The **Design Gallery** offers a quick and easy way to add common design elements to a publication. Design elements are categorized by **object category** and **object design**. You can also add your own design to the Design Gallery.

Adding an Element by Object Category

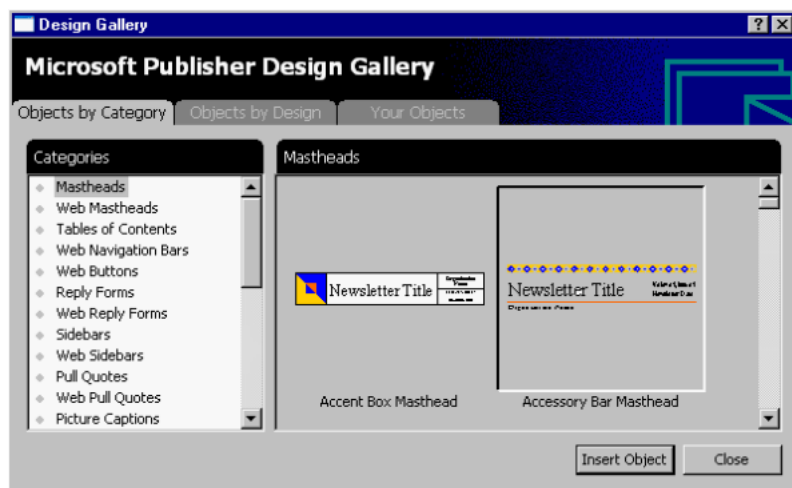
- Some Object categories include Reply Forms, Coupons, Tables of Content, and Pull Quotes.

To add an object by category:

- Click the **Design Gallery Object** button on the **Objects** toolbar

OR from the main menu, select **Insert > Design Gallery Object**.

This opens the Microsoft Publisher Design Gallery dialog box:



- Click the **Objects by Category** tab.
- Click the object category you want in the **Categories** pane.
- Select the design element you want from the right pane.
- Click the **Insert Object** button.

Note: To change the object design after you have inserted the object, select the object and click the **Wizard** icon. Select a new design from the **Apply a design** area on the Task Pane.

Adding an Element by Object Design

- Some Object designs include Arcs, Bubbles, Layers, and Strips.

To add an object by design:

- Click the **Design Gallery Object** button on the **Objects** toolbar

OR from the main menu, select **Insert > Design Gallery Object**.

- This opens the Microsoft Publisher Design Gallery dialog box.
- Click the **Objects by Design** tab.
- Click the object design you want in the **Design Sets** pane.
- Select the design element you want from the right pane.
- Click the **Insert Object** button.

Adding an Element from Your Objects

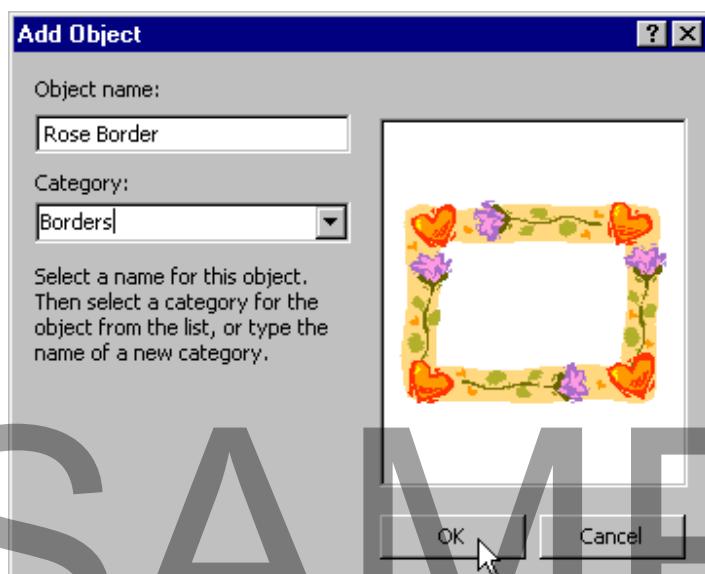
- Adding a selection from **Your Objects** can only be done if you have previously added objects to the **Design Gallery**.

To add an object from your objects:

- Click the **Design Gallery Object** button on the **Objects** toolbar
- OR* from the main menu, select **Insert > Design Gallery Object**.
- This opens the Microsoft Publisher Design Gallery dialog box.
- Click the **Your Objects** tab.
- Select the design element you want from the right pane.
- Click the **Insert Object** button.

Adding an Object to the Design Gallery

- In the **Publication Window**, select the object(s) you want to add to the Design Gallery.
- From the main menu, select **Insert > Add Selection to Design Gallery**. This opens the **Add Object** dialog box:



- Enter an object name.
- Select an object category.
- Click **OK**.

OR

- Select the object(s) you want to add to the Design Gallery.
- Click the **Design Gallery Object** button on the **Objects** toolbar.
- Click the **Your Objects** tab.

- Click the **Options** button at the bottom-left of the dialog box.
- Select **Add Selection to Design Gallery**. This opens the Add Object dialog box.
- Enter an object name.
- Select an object category.
- Click **OK**.

Review Questions

How would you:

- Draw a Line?
- Draw an Arrow?
- Draw an Oval?
- Draw a Rectangle?
- Add AutoShapes?
- Display the AutoShapes Toolbar?
- Change Fill Color?
- Change Line Color?
- Change Line Style?
- Change Dash Style?
- Change Arrow Style?
- Add Shadow Style?
- Add 3-D Style?
- Resize Objects?
- Move Objects?
- Display the Insert Clip Art Task Pane?
- Search for Clip Art?
- Customize a Clip Art Search?
- Use the Clip Organizer?
- Search for Clips Online?
- Insert Clip Art?
- Insert a Picture from a File?
- Insert a Picture from a Scanner or Camera?
- Change how a Picture is Viewed?
- Display the Picture Toolbar?
- Adjust Clip Art and Picture Color?
- Adjust Clip Art and Picture Contrast?
- Adjust Clip Art and Picture Brightness?
- Crop Clip Art and Pictures?
- Add a Border to Clip Art or Pictures?
- Apply Text Wrapping to Clip Art or Pictures?
- Set a Transparent Color?
- Reset Clip Art or Pictures?
- Use the Design Gallery?

- Add an Element by Object Category?
- Add an Element by Object Design?
- Add an Element from Your Objects?
- Add an Object to the Design Gallery?

SAMPLE

Working with Objects

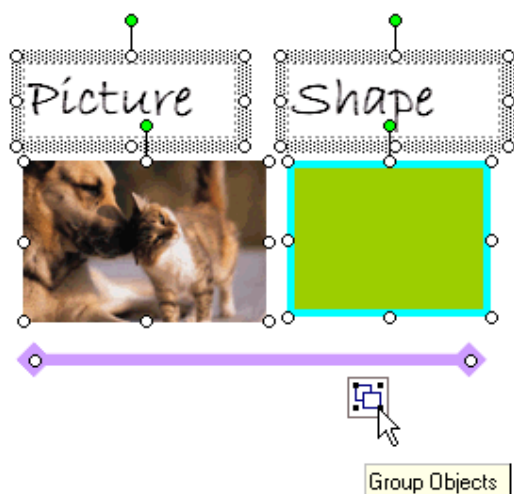
When you have completed this learning module you will have seen how to:

- Use Grouped Objects
- Group Objects
- Ungroup Objects
- Regroup Objects
- Use Layered Objects
- Bring an Object to the Front
- Send an Object to the Back
- Bring an Object Forward
- Send an Object Backward
- Display the Order Toolbar
- Use Free Rotate
- Rotate to the Left or Right
- Flip Horizontally or Vertically
- Display the Rotate or Flip Toolbar
- Use Object Alignment
- Align Objects to the Left, Center, or Right
- Align Objects to the Top, Middle, or Bottom
- Distribute Objects Horizontally or Vertically
- Display the Align or Distribute Toolbar
- Nudge Objects
- Display the Nudge Toolbar
- Snap Objects to Guides
- Use Linked Objects
- Link Objects from Part of a File
- Link Objects from an Entire File
- Update Links Automatically or Manually
- Open the Source File
- Edit the Source File
- Change the Source File Location
- Use Embedded Objects
- Create a New Embedded Object
- Embed an Object from Part of a File
- Embed an Object from an Entire File
- Edit an Embedded Object
- Use the Save as Picture Option
- Save an Object as a Picture

Grouping and Ungrouping Objects

Using Grouped Objects

- Grouped objects are a selection of individual objects that have been grouped to create one object.



- Grouping objects is useful when you need to make the same changes to a group of objects, such as **resizing** or **moving**.

Grouping Objects

- Press and hold the **Shift** key on your keyboard.
- Click on each object you want to group.
- Click the **Group Objects** icon that appears under the grouped objects:



OR from the main menu, select **Arrange > Group**.

Ungrouping Objects

- Select the grouped object you want to ungroup.
- Click on the **Ungroup Objects** icon that appears under the grouped object:



OR from the main menu, select **Arrange > Ungroup**.

Regrouping Objects

- Regrouping objects allows you to regroup objects that have been previously ungrouped.

To regroup objects:

- Select an object that was previously grouped.
- From the main menu, select **Arrange > Regroup**.

Layering Objects

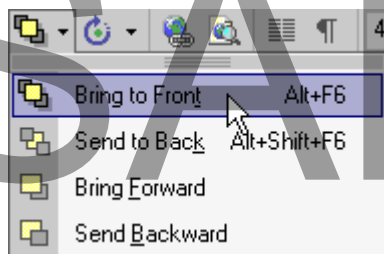
Using Layered Objects

- Layering objects is useful when you have multiple objects on a page and you want to ensure a particular object is in the foreground or background.



Bringing an Object to the Front

- Select the object you want to bring to the front.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Bring to Front** from the drop-down menu:



OR from the main menu, select **Arrange > Order > Bring to Front**.

Sending an Object to the Back

- Select the object you want to send to the back.

- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Send to Back** from the drop-down menu

OR from the main menu, select **Arrange > Order > Send to Back**.

Bringing an Object Forward

- Select the object you want to bring forward.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Bring Forward** from the drop-down menu

OR from the main menu, select **Arrange > Order > Bring Forward**.

Sending an Object Backward

- Select the object you want to send backward.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Send Backward** from the drop-down menu

OR from the main menu, select **Arrange > Order > Send Backward**.

Displaying the Order Toolbar

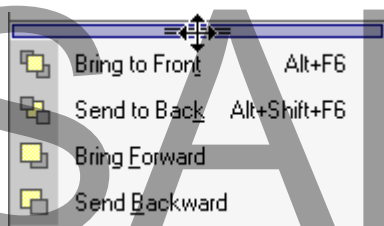
- If you regularly layer objects, it can be easier to work from the **Order** toolbar.

To display the Order toolbar:

- Click the down arrow on the **Order** button on the **Standard** toolbar

OR from the main menu, select **Arrange > Order**.

- Position your mouse cursor over the horizontal lines at the top of the **Order** drop-down menu:



- Click and drag your mouse until you have a floating **Order** toolbar:



Note: An object must be selected prior to moving the **Order** drop-down menu.

Rotating or Flipping Objects

Using Free Rotate

- Free rotate allows you to rotate an object to any angle.

To free rotate an object:

- Select the object you want to free rotate.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Free Rotate** from the drop-down menu
OR from the main menu, select **Arrange > Rotate or Flip > Free Rotate**.
- Click and drag the **Rotate** handle until you reach the angle you want:



Rotating to the Left or Right

- Rotating an object to the left or right rotates the object by 90 degrees.

To rotate an object to the left:

- Select the object you want to rotate to the left.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Rotate Left** from the drop-down menu

OR from the main menu, select **Arrange > Rotate or Flip > Rotate Left**.

To rotate an object to the right:

- Select the object you want to rotate to the right.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Rotate Right** from the drop down menu

OR from the main menu, select **Arrange > Rotate or Flip > Rotate Right**.

Flipping Horizontally or Vertically

To flip an object horizontally:

- Select the object you want to flip horizontally.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Flip Horizontal** from the drop-down menu

OR from the main menu, select **Arrange > Rotate or Flip > Flip Horizontal**.



To flip an object vertically:

- Select the object you want to flip vertically.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Flip Vertical** from the drop-down menu

OR from the main menu, select **Arrange > Rotate or Flip > Flip Vertical**.

Displaying the Rotate or Flip Toolbar

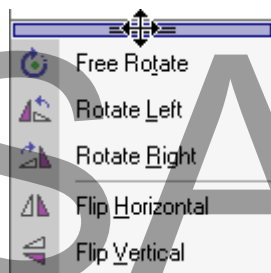
- If you regularly rotate or flip objects, it can be easier to work from the **Rotate or Flip** toolbar.

To display the Rotate or Flip toolbar:

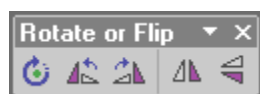
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar

OR from the main menu, select **Arrange > Rotate or Flip**.

- Position your mouse cursor over the horizontal lines at the top of the **Rotate or Flip** drop-down menu:



- Click and drag your mouse until you have a floating **Rotate or Flip** toolbar:



Note: An object must be selected prior to moving the **Rotate or Flip** drop-down menu.

Aligning Objects

Using Object Alignment

- Aligning objects on a publication page aligns objects relative to the margin guides.
- To align an object on the publication page, the **Relative to Margin Guides** option must be selected.

To select the Relative to Margin Guides option:

- Select the object you want to align.
- From the main menu, select **Arrange > Align or Distribute > Relative to Margin Guides**.

Aligning Objects to the Left, Center, or Right

To left align an object:

- Select the object you want to left align.
- From the main menu, select **Arrange > Align or Distribute > Align Left**.

To center an object:

- Select the object you want to center align.
- From the main menu, select **Arrange > Align or Distribute > Align Center**.

To right align an object:

- Select the object you want to right align.
- From the main menu, select **Arrange > Align or Distribute > Align Right**.

Aligning Objects to the Top, Middle, or Bottom

To top align an object:

- Select the object you want to top align.
- From the main menu, select **Arrange > Align or Distribute > Align Top**.

To middle align an object:

- Select the object you want to middle align.
- From the main menu, select **Arrange > Align or Distribute > Align Middle**.

To bottom align an object:

- Select the object you want to bottom align.
- From the main menu, select **Arrange > Align or Distribute > Align Bottom**.

Distributing Objects Horizontally or Vertically

- Distributing objects ensures equal space, horizontally or vertically, between a single object and the margin guides, or between multiple objects and the margin guides.

To distribute objects horizontally:

- Select the object(s) you want to distribute horizontally. To distribute multiple objects, press and hold the **Shift** key on your keyboard. Click each object you want to distribute.
- From the main menu, select **Arrange > Align or Distribute > Distribute Horizontally**.

To distribute objects vertically:

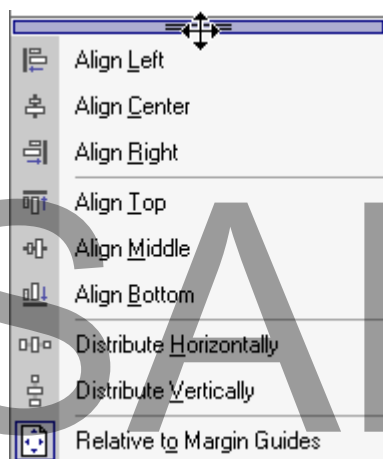
- Select the object(s) you want to distribute vertically. To distribute multiple objects, press and hold the **Shift** key on your keyboard. Click each object you want to distribute.
- From the main menu, select **Arrange > Align or Distribute > Distribute Vertically**.

Displaying the Align or Distribute Toolbar

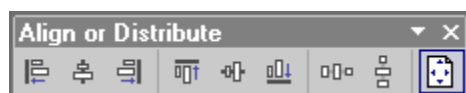
- If you regularly align or distribute objects, it can be easier to work from the **Align or Distribute** toolbar.

To display the Align or Distribute toolbar:

- From the main menu, select **Arrange > Align or Distribute**.
- Position your mouse cursor over the horizontal lines at the top of the **Align or Distribute** drop-down menu:



- Click and drag your mouse until you have a floating **Align or Distribute** toolbar:



Note: The **Relative to Margin Guides** option must be selected prior to moving the **Align or Distribute** drop-down menu.

Nudging Objects

- **Nudging** objects moves objects in small increments.

To nudge an object up:

- Select the object you want to nudge up.
- From the main menu, select **Arrange > Nudge > Up**.

To nudge an object down:

- Select the object you want to nudge down.
- From the main menu, select **Arrange > Nudge > Down**.

To nudge an object left:

- Select the object you want to nudge left.
- From the main menu, select **Arrange > Nudge > Left**.

To nudge an object right:

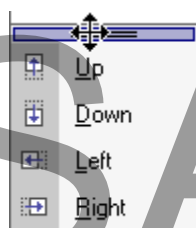
- Select the object you want to nudge right.
- From the main menu, select **Arrange > Nudge > Right**.

Displaying the Nudge Toolbar

- If you regularly nudge objects, it can be easier to work from the **Nudge** toolbar.

To display the Nudge toolbar:

- From the main menu, select **Arrange > Nudge**.
- Position your mouse cursor over the horizontal lines at the top of the **Nudge** drop-down menu:



- Click and drag your mouse until you have a floating **Nudge** toolbar:



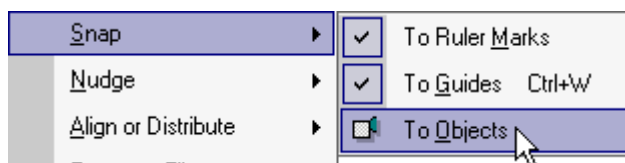
Note: An object must be selected prior to moving the **Nudge** drop-down menu.

Snapping Objects to Guides

- When you move an object, the object can automatically snap to a **Guide**, a **Ruler Mark**, or to an **Object**, making it easier to align objects.

To snap objects to guides:

- From the main menu, select **Arrange > Snap**.
- Click the snap option you want:

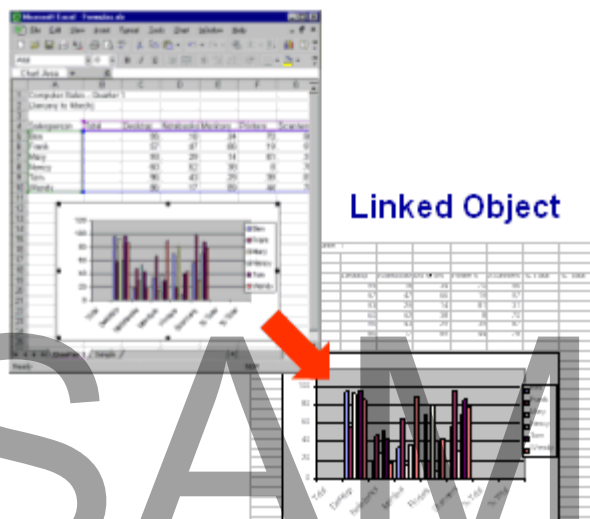


Linking Objects

Using Linked Objects

- A **linked object** is created in a **source file** and inserted into a publication. The inserted file **does not** become a part of the publication. The two files maintain a connection, and any change made to the source file is reflected in the linked file.

Source File

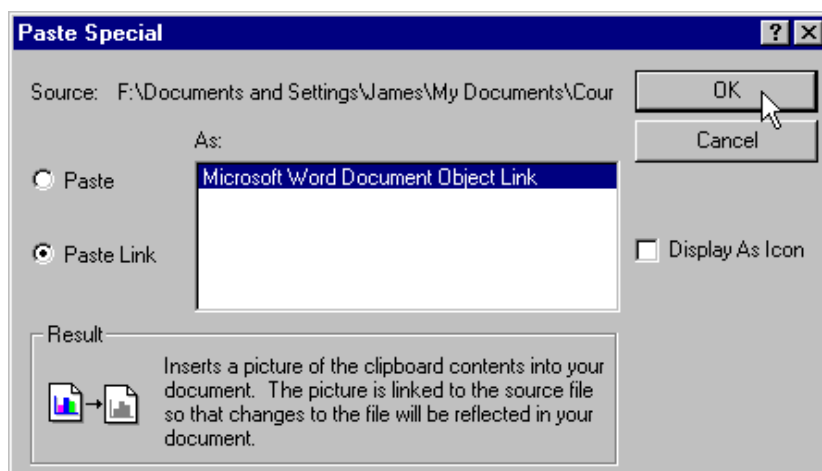


- The primary benefit of linking an object is keeping the publication file size down.

Linking Objects from Part of a File

- Open the file containing the object you want to link.
- Select the object you want to link.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.

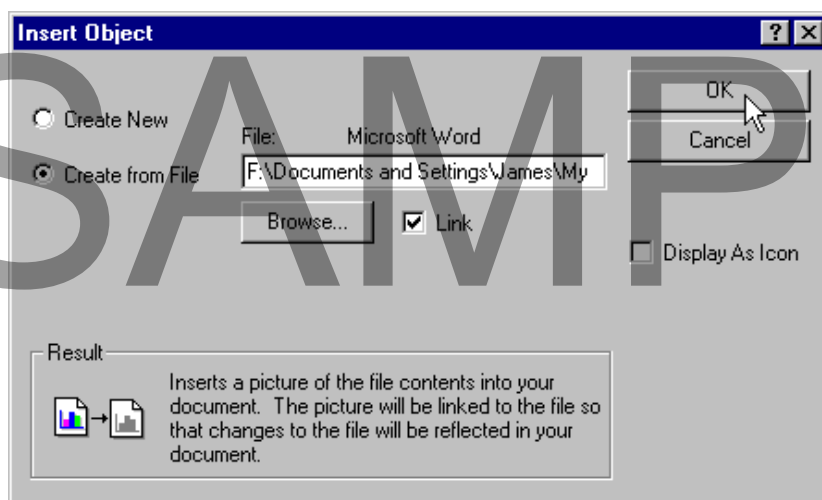
- Go to the publication page where you want to insert the object.
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box:



- Check the **Paste Link** box.
- Select the file format you want to paste the link as, from the **As** box.
- Click **OK**.

Linking Objects from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the Create from file box.
- Click the **Browse** button.
- Locate and select the file you want to link.
- Click **Open**.
- Check the **Link** box.
- Click **OK**:



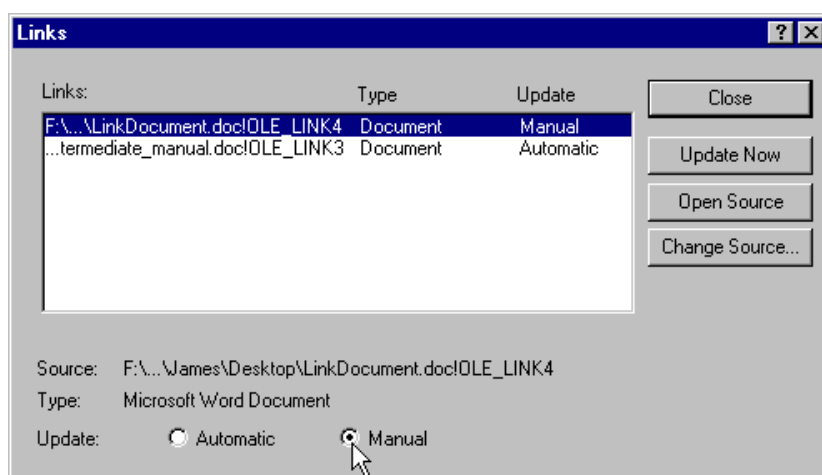
Note: To display the linked file as an icon, check the **Display as Icon** box.

Updating Links Automatically or Manually

- If you choose to update links **automatically**, objects are automatically updated when the publication is opened or the source file is updated while the publication is open. If you choose to update links **manually**, objects are only updated when you give instructions to do so.

To set automatic or manual update settings:

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Select the link you want to update.
- Check the **Automatic** or **Manual** box:



- Click **Close**.

To manually update a link:

- Select the link you want to update.
- Click **Update Now**.
- Click **Close**.

Opening the Source File

- Double-click on the linked object.

OR

- Select the linked object.
- From the main menu, select **Edit > (Document type) Object > Open**.

OR

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click **Open Source**.

Editing the Source File

- Select the linked object for which you want to edit the source file.
- From the main menu, select **Edit > (Document type) Object > Edit**. This opens the source file in its source program.
- Make changes to the source file.
- From the source program's main menu, select **File > Exit** when you are finished.
- Click **Yes** to save changes.

Changing the Source File Location

- Changing the source file location is necessary when the source file has been moved and the link between the source file and the publication has been broken.

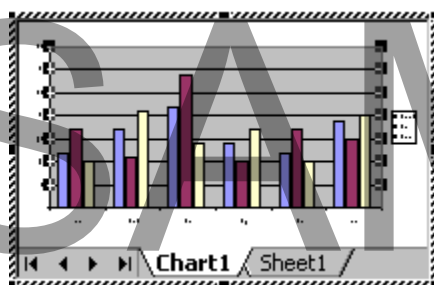
To change the source file location:

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the **Change Source** button.
- Locate and select the source file's new location.
- Click **Open**.
- Click **Close**.

Embedding Objects

Using Embedded Objects

- An **embedded object** is created in a **source file** and inserted into a publication. The inserted file **becomes** a part of the publication. Changing the source file does not change the embedded file.



Creating a New Embedded Object

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box.
- Select the type of object you want to create from the **Object Type** box.

- Click **OK**.
- Create the object you want.
- Click outside of the object to return to your publication page.

Embedding an Object from Part of a File

- Open the file containing the object you want to embed.
- Select the object you want to embed.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- Go to the publication page where you want to embed your object.

- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box.
- Check the **Paste** box.
- Select the file format you want to embed the object as, from the **As** box.
- Click **OK**.

Embedding an Object from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create from file** box.
- Click the **Browse** button.
- Locate and select the file you want to embed.
- Click **OK**.

Note: To display the embedded file as an icon, check the **Display as Icon** box in the **Insert Object** dialog box.

Editing an Embedded Object

- Double-click on the object you want to edit.
- Make any changes you want.
- Click outside of the object to return to your publication page.

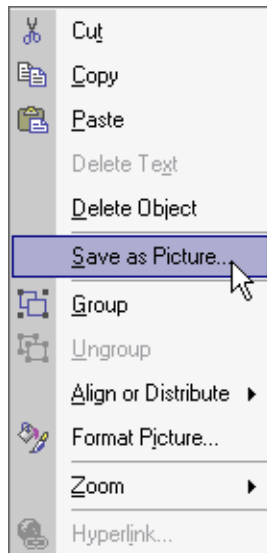
Saving Object(s) as a Picture

Using the Save as Picture option

- The **Save as Picture** option allows you to select object(s) on a page and save them as a picture. Creating a picture of commonly used design elements is useful for easy insertion into future publications.

Saving an Object as a Picture

- Select the object you want to save as a picture. To save multiple objects as a picture, press and hold the **Shift** key while you select each object.
- Right-click on one of the selected objects.
- Select **Save as Picture** from the pop-up menu:



- This opens the **Save As** dialog box.
- Enter a name and location for your picture.
- Click **Save**.

Review Questions

How would you:

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- Regroup Objects?
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- Use Free Rotate?
- Rotate to the Left or Right?
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- Edit the Source File?
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- Create a New Embedded Object?
- Embed an Object from Part of a File?
- Embed an Object from an Entire File?
- Edit an Embedded Object?
- Use the Save as Picture Option?
- Save an Object as a Picture?

SAMPLE

Working with Tables

When you have completed this learning module you will have seen how to:

- Create a Table
- Create a Table from Existing Text
- Insert Columns and Rows
- Resize Columns and Rows
- Delete Columns and Rows
- Split Cells
- Merge Cells
- Apply Cell Diagonals
- Add or Change a Table AutoFormat
- Expand Cells to Fit Text
- Use Fill Down and Fill Right
- Add Fill Colors and Lines to a Table
- Change Cell Properties
- Resize a Table
- Move a Table
- Delete a Table

Adding Tables

Creating a Table

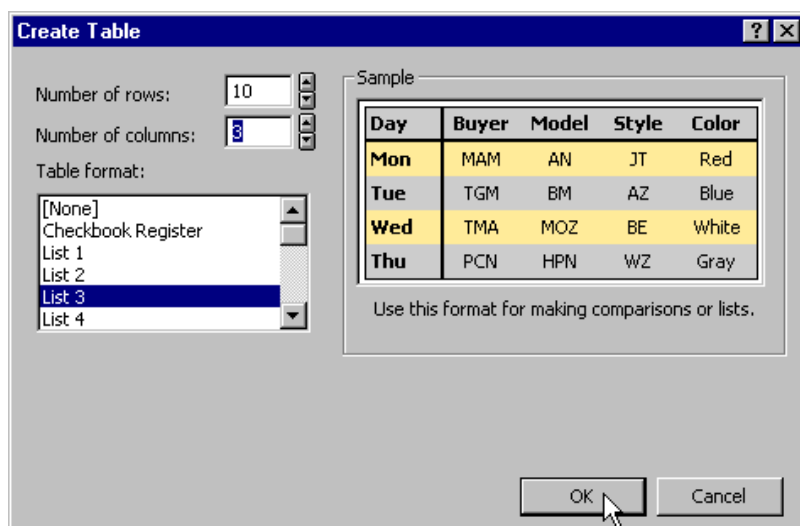
- From the main menu, select **Table > Insert > Table**.

OR

- Click the **Insert Table** button on the **Objects** toolbar.
- Click on the publication page and drag your mouse to create a table box:

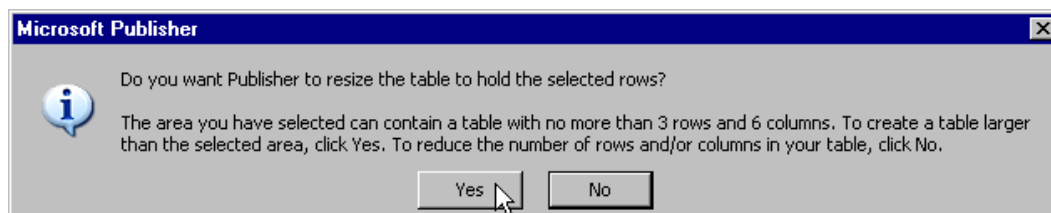


- This opens the **Create Table** dialog box:



- Enter the number of rows to include in your table in the **Number of rows** box.
- Enter the number of columns to include in your table in the **Number of columns** box.
- Select a format from the **Table format** scroll-down list.
- Click **OK**.

Note: When you insert a table by creating a table box, Publisher will automatically assign a number of rows and columns to your table depending on the size of your table box. If you add rows and columns in the **Create Table** dialog box, Publisher will ask you to resize the table to fit the additional rows and columns:



Creating a Table from Existing Text

- Select the text you want to convert to a table.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box.
- Select **New Table** from the **As** box.
- Click **OK**.

Note: Text that is inserted into a table must be separated by **commas** or **tabs** to define tab columns, and **paragraphs** to define rows.

Editing Tables

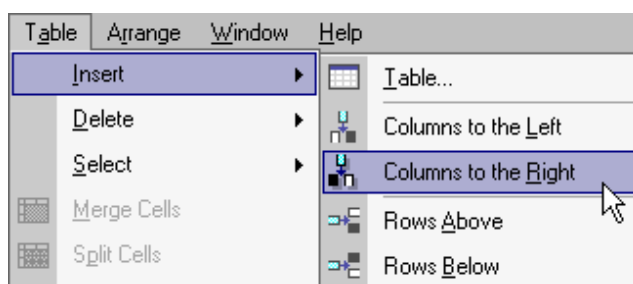
Inserting Columns and Rows

To insert a column to the left:

- Click in the **table area** where you want the column inserted to the left.
- From the main menu, select **Table > Insert > Columns to the Left**.

To insert a column to the right:

- Click in the **table area** where you want the column inserted to the right.
- From the main menu, select **Table > Insert > Columns to the Right**:



To insert a row above:

- Click in the **table area** where you want the row inserted above.
- From the main menu, select **Table > Insert > Rows Above**.

To insert a row below:

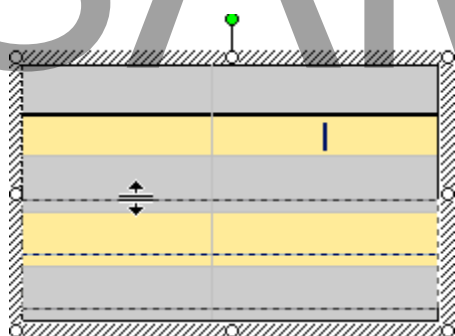
- Click in the **table area** where you want the row inserted below.
- From the main menu, select **Table > Insert > Rows Below**.

Resizing Columns and Rows

- Increasing or decreasing the size of a column or row also increases or decreases the size of the table.

To resize columns and rows:

- Scroll over a column or row border.
- Click and drag the **border** until the column or row is the size you want:



Note: To adjust column or row size without altering the table size, press and hold the **Shift** key on your keyboard while you are resizing the column or row.

Deleting Columns and Rows

To delete columns:

- Select the column(s) you want to delete.
- From the main menu, select **Table > Delete > Columns**.

To delete rows:

- Select the row(s) you want to delete.
- From the main menu, select **Table > Delete > Rows**.

Splitting Cells

- Cells can only be split if they have been previously merged.

To split merged cells:

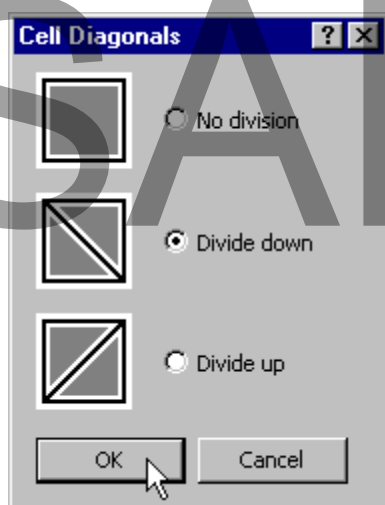
- Click in the merged cell you want to split.
- From the main menu, select **Table > Split Cells**.

Merging Cells

- Select the cells you want to merge.
- From the main menu, select **Table > Merge Cells**.

Applying Cell Diagonals

- Select the cell(s) for which you want to apply a cell diagonal.
- From the main menu, select **Table > Cell Diagonals**. This opens the **Cell Diagonals** dialog box:

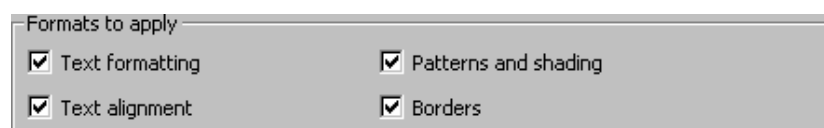


- Check the division box you want.
- Click **OK**.

Adding or Changing a Table AutoFormat

- Select the table for which you want to add or change a table AutoFormat.
- From the main menu, select **Table > Table AutoFormat**.
- Select a format from the **Table format** scroll-down menu.
- Click **OK**.

Note: To select which formatting elements to include in the table, click the **Options** button. Check the format options you want to apply:



Expanding Cells to Fit Text

- Selecting the **Grow to Fit Text** option unlocks the table size. When too much text is added to a row or column, the cells (and table) expand to accommodate the additional text.

To expand cells to fit text:

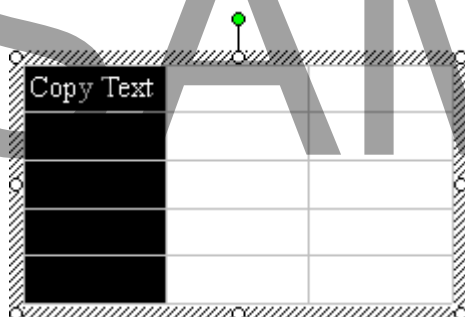
- From the main menu, select **Table > Grow to Fit Text** (you will see a check mark beside it).

Using Fill Down and Fill Right

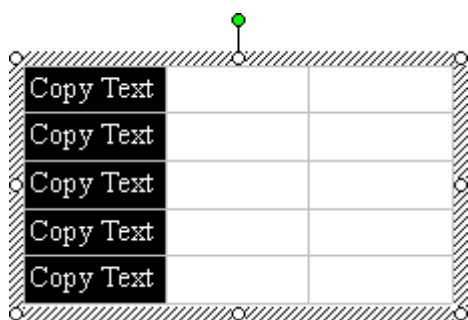
- **Fill Down** or **Fill Right** allows you to copy text from one cell to multiple cells underneath or to the right of that cell.

To fill down:

- Select the cell containing the text you want to copy, in addition to the cells underneath you want to copy the text to:



- From the main menu, select **Table > Fill Down**:



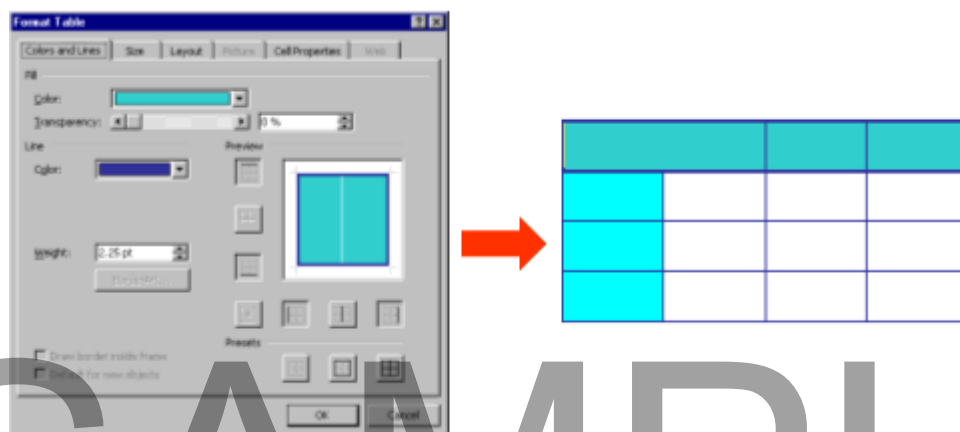
To fill right:

- Select the cell containing the text you want to copy, in addition to the cells to the right you want to copy the text to.
- From the main menu, select **Table > Fill Right**.

Formatting Tables

To format a table

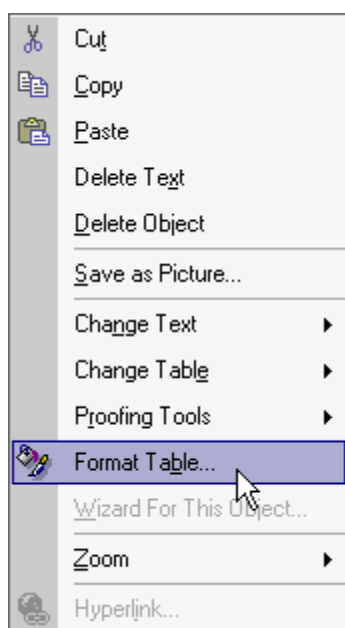
- Use the **Format Table** dialog box to add table formatting effects.



Adding Fill Colors and Lines to a Table

- Select the cell(s) for which you want to add colors and lines.
- Right-click on the selection.

- From the pop-up menu, select **Format Table**:



- Click the Colors and Lines tab.
- Select a fill color from the **Color** drop-down menu in the **Fill** area.
- Select a line color from the **Color** drop-down menu in the **Line** area.
- Click **OK**.

Note: The **Fill** and **Line** areas also have options to set fill transparency and line weight.

Changing Cell Properties

To change cell text alignment:

- Select the cell(s) for which you want to change text alignment.
- Right-click on the selection.
- From the pop-up menu, select **Format Table**.
- Click the **Cell Properties** tab.
- Select the text alignment you want from the **Vertical alignment** drop-down menu:

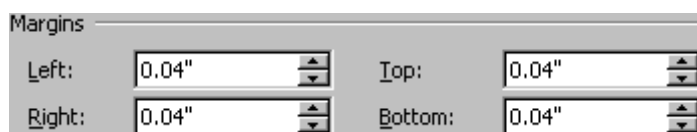


- Click **OK**.

To change cell margins:

- Select the cell(s) for which you want to change cell margins.
- Right-click on the selection.
- From the pop-up menu, select **Format Table**.
- Click the **Cell Properties** tab.

- Enter the cell margins you want in the **Margins** area:



Margins

Left:	0.04"	Top:	0.04"
Right:	0.04"	Bottom:	0.04"

- Click **OK**.

Resizing a Table

- Select the table you want to resize.
- Click and drag the **Resize** handle to the size you want.

Note: To resize a table proportionately, use a corner resizing handle. To change the table height or width, use a top or side resizing handle.

Moving a Table

- Select the table you want to move.
- Click and drag the **table border** to where you want.

Deleting a Table

- Select the table you want to delete.
- Click on the **table border**.
- Press the **Delete** key on your keyboard.

Review Questions

How would you:

- Create a Table?
- Create a Table from Existing Text?
- Insert Columns and Rows?
- Resize Columns and Rows?
- Delete Columns and Rows?
- Split Cells?
- Merge Cells?
- Apply Cell Diagonals?
- Add or Change a Table AutoFormat?
- Expand Cells to Fit Text?
- Use Fill Down and Fill Right?
- Add Fill Colors and Lines to a Table?
- Change Cell Properties?
- Resize a Table?
- Move a Table?

- Delete a Table?

SAMPLE

End of the preview sample



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