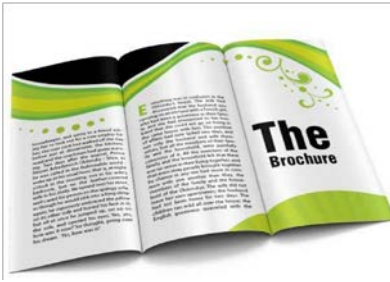


Microsoft Publisher...



What for is this programe?

Microsoft Publisher is a part of Office package for making printed publications as invitations, certificates, flyers, brochures, calendars, catalogs, newspapers...

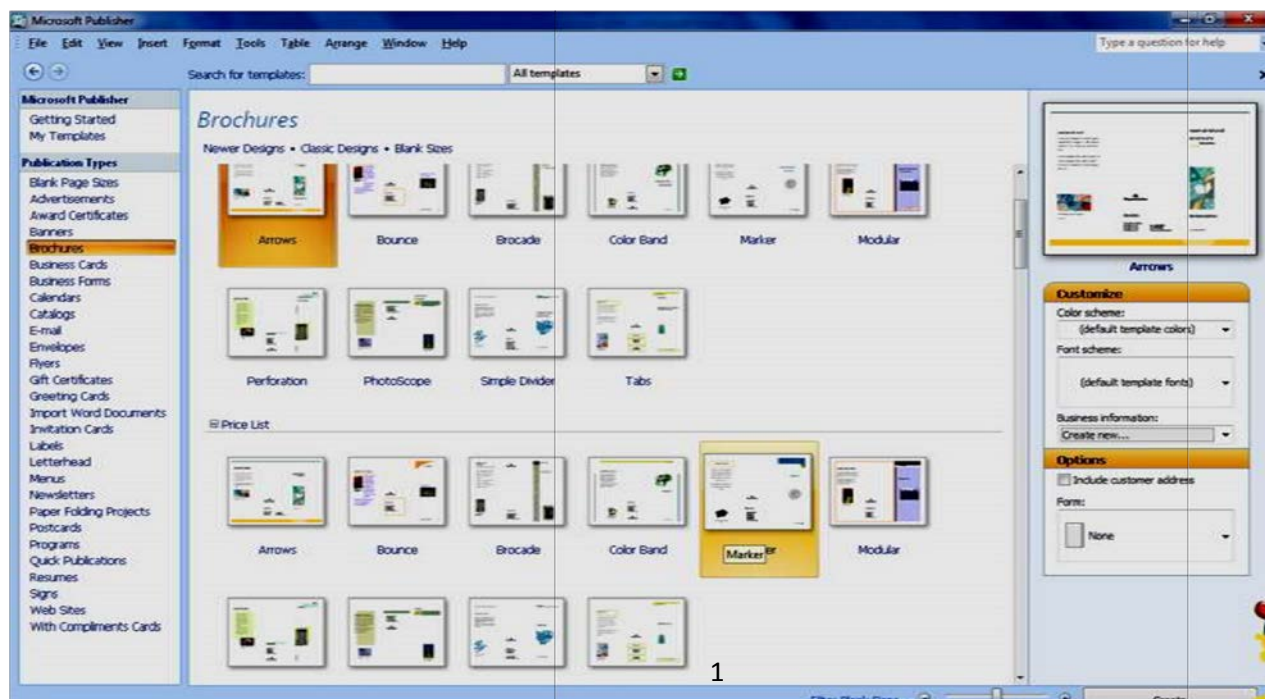
Using in school

Teachers and students could use Publisher to present new facts, demonstrate parts of material in a new way or summary of repetition.

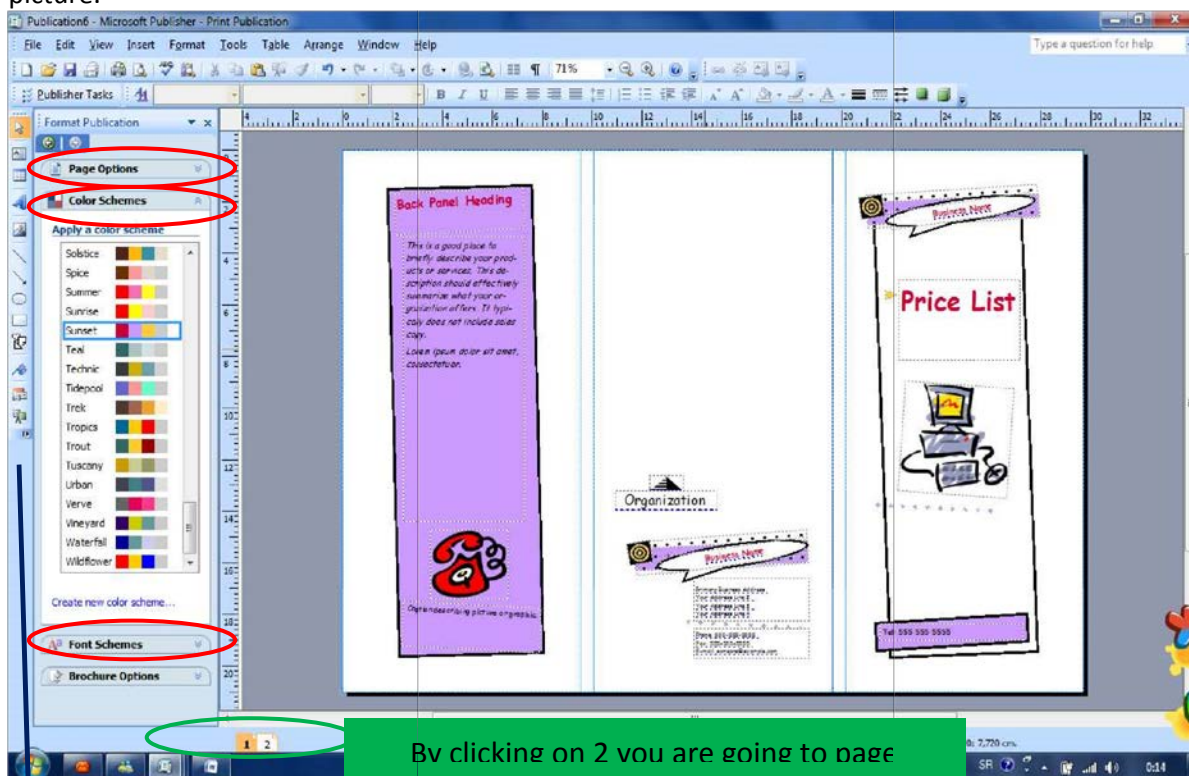
How to use Publisher?



Start Publisher. On the left side there is list of applications. If you choose *Brochures* there is a plenty of possibilities for design. Choose design and you will see the open window with sheme of brochure.



Each brochure has 2 sides. Each side has objects distributed depending in topic you has choosen. By clicking on appropriate object you can change something. For example, clicking on text box you change tex tor clicking the picter you got line with the tool picture like in Word. You can keep the picture of the sheme or change by choosing another picture.



- arrows for selecting
- text box
- table
- word art text
- pictu
- lines
- arrows
- ellipse
- rectangles
- basic graphic elem.
- bookmark tags
- design gallery object



On the left side of window there is Format publication which offer possibilities to adjust publication by choosing another sheme of colours, fonts or other options.

Explore futher options and enjoy!

