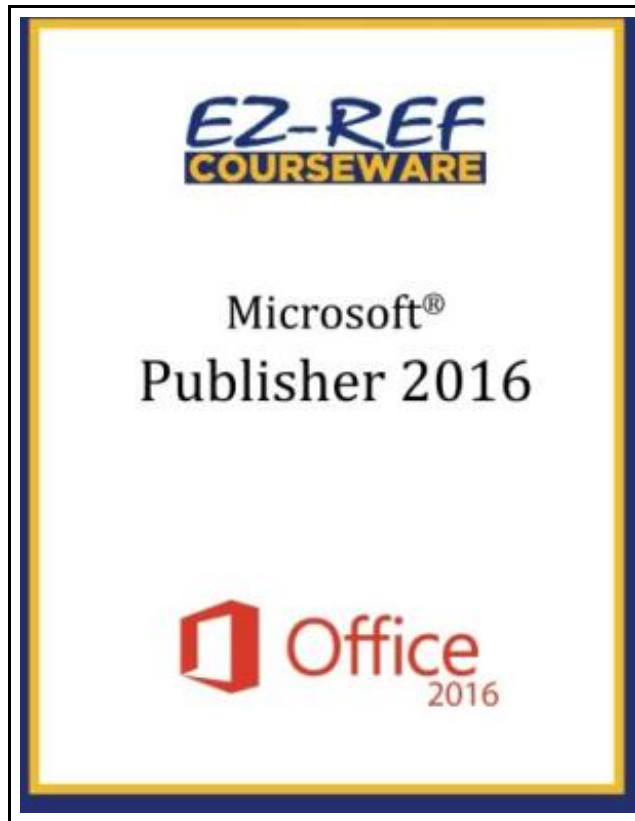# Microsoft Publisher 2016: Overview: Student Manual (Black White) (Paperback)

Filesize: 7.88 MB

Reviews

This book may be worth purchasing. I am quite late in start reading this one, but better then never. Once you begin to read the book, it is extremely difficult to leave it before concluding.
(Esta Price)

MICROSOFT PUBLISHER 2016: OVERVIEW: STUDENT MANUAL (BLACK WHITE) (PAPERBACK)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. Student. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Note: This is the black and white version of the student manual designed for instructor-led classroom training and is meant to be used with our companion instructor guides for Microsoft Publisher 2016. For the black and white instructor guide, search for ISBN-13: 978-1522825456 For the color instructor guide, search for ISBN-13: 978-1522825524 For the color student manual, search for ISBN-13: 978-1522824985 For the black and white student manual, search for ISBN-13: 978-1522813408 To download the exercise files that accompany this title, please visit // For information regarding unlimited printing with the ability to customize our courseware, please visit our website: Topics covered - One Day (6-8 hours): MS Publisher Basics (Screen, Menu) Quick Access Toolbar, Ribbons ToolTips Using Help Creating a New Publication Changing Views Viewing Options Saving, Opening Files Spell Checker, AutoCorrect Changing Publication Options Inserting/Deleting Pages Page Numbering Headers and Footers Working with Layout and Ruler Guides Printing Files Basic Editing, Deleting, Undeleting, Redoing Formatting Text (Fonts, Point Size, Color) Adjusting Margins/Line Spacing/Alignment Identifying Text Overflow Text Autofit Options Indenting, Centering, Right-Aligning Text Using the Format Painter Adding Bullets and Numbering Using the Ruler The Measurement Toolbar Adding Drop Caps Using the Thesaurus Inserting Date Time Symbols Special Characters Copying, Moving Using the Office Clipboard Working with Layers Adding Text, Graphic and Clipart Objects Working with Tables Adding WordArt, Pictures and Building Blocks Inserting Hyperlinks Editing the Master Page Preparing for Commercial Printing.

Read Microsoft Publisher 2016: Overview: Student Manual (Black White) (Paperback) Online

Download PDF Microsoft Publisher 2016: Overview: Student Manual (Black White) (Paperback)

Related PDFs

The Novel of the Black Seal (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A man gradually uncovers the secrets of a race of...

Download Document »

Dark Hollow (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A murder is committed in Dark Hollow and the proprietor...

Download Document »

Alice in Wonderland (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.The story of a girl named Alice who falls down...

Download Document »

Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned (Paperback)

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book ***** Print on Demand *****.Mr. George Smith, a children s book author, has been...

Download Document »

Learning with Curious George Preschool Reading (Paperback)

Cengage Learning, Inc, United States, 2012. Paperback. Book Condition: New. Workbook. 267 x 216 mm. Language: English . Brand New Book. There s no better way to ignite your child s curiosity for learning than...

Download Document »