



Introducing Publisher: Unit Standard 2788

Table of Contents

PB01: Create a publication	1
Create a publication based on a template	2
Change text and pictures	7
Find information about Publisher	10
PB02: Create and format text boxes	13
Create a text box	14
Set text box properties	19
Control Publisher's automatic hyphenation	22
Connect text boxes	27
PB02 Assignment	29
PB02 Answers and solutions	30
PB03: Edit and format text	33
Edit text	34
Move and copy text	40
Applying fonts and font styles	46
Create and modify WordArt headlines	54
PB03 Assignment	58
PB03 Answers and solutions	61
PB04: Format paragraphs	67
Change alignment and line spacing	68
Display text in columns using tabs	72
Create lists and forms with leader tabs	78
Set and adjust indents	82
Apply bullets and numbering to lists	87
PB04 Assignment	92
PB04 Answers and solutions	93
PB05: Add pictures and drawing shapes	97
Add pictures to a publication	98
Wrap text around pictures	103
Draw and colour shapes	106
Adjust, flip and rotate shapes	112
Layer and group objects	116
Add borders and lines	120
PB05 Assignment	124
PB05 Answers and solutions	127





CYBERKEYS LTD
books@cyberkeys.co.nz
www.cyberkeys.co.nz
(03) 383 5202

Introducing Publisher: Unit Standard 2788

PB06: Manage pages and files	129
Insert pages into a publication	130
Delete pages	132
Manage Publisher files	134
PB06 Assignment	136
Glossary	139
Index	141

Note: The content and page numbering shown here are indicative only. The actual content varies slightly between versions and revisions.