








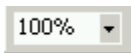
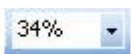









## Shortcuts for MS Publisher

Microsoft Office programs offer a number of ways to accomplish the same actions. These different ways fall into three main categories shown in the table below. The first listed is using combinations of keys on the keyboard. If you have trouble using the mouse, sometimes this is the fastest and easiest method. The second technique is to use the shortcut buttons that appear on the *Standard* and *Formatting* toolbars. Not all of the functions have a shortcut button on one of these toolbars. The last column shows the most common way and that is to use the drop-down menus available from the *Menu* bar. Each method will accomplish the specified action. Experiment with them and find what is most comfortable for you!

Action Needed	Keys	Buttons	Menu Location
New Publication	Ctrl+N		File→New
Open Publication	Ctrl+O		File→Open
Save Publication	Ctrl+S		File→Save
Print	Ctrl+P		File→Print
Change Page Layout			File→Page Setup
Undo	Ctrl+Z		Edit→Undo
Redo	Ctrl+Y		Edit→Redo
Cut	Ctrl+X		Edit→Cut
Copy	Ctrl+C		Edit→Copy
Paste	Ctrl+V		Edit→Paste
Find	Ctrl+F		Edit→Find
Replace	Ctrl+H		Edit→Replace
Zoom In – Full Size	F9		View→Zoom→100%
Zoom Out – Whole Page	Ctrl+Shift+L		View→Zoom→Whole Page
Hide/Show Guidelines	Ctrl+Shift+O		View→Boundaries and Guides

Action Needed	Keys	Buttons	Menu Location
Open/Close the Task Pane	Ctrl+F1		View→ Task Pane
Add a Page	Ctrl+Shift+N		Insert→Page
Insert Text Box			Insert→Text Box
Insert Word Art			Insert→Picture→WordArt
Insert Shape			Insert→Picture→AutoShapes
Insert Clip Art		 Select <i>Clip Art</i>	Insert→Picture→Clip Art
Insert Picture from a Disk/CD		 Select <i>Picture from File</i>	Insert→Picture→From File
Add Fill Color		 Select a color	Format→ <i>Object Type</i> →Colors and Lines→Fill→ <i>Select Color</i>
Make Fill Transparent		 Select <i>No Fill</i>	Format→ <i>Object Type</i> →Colors and Lines→Fill→No Fill
Add a Shadow			
Add an Outline			Format→ <i>Object Type</i> →Colors and Lines
Select All Objects	Ctrl+A		Edit→Select All
Group Objects	Ctrl+Shift+G		Arrange→Group
Nudge Object in a Direction	Any ArrowKey		Arrange→Nudge
Bring to Front	Alt+F6		Arrange→Order→Bring to Front
Spell Check	F7		Tools→Spelling→Spelling
MS Publisher Help	F1		Help→Microsoft Office Publisher Help