Exercise

# Microsoft Publisher Screen Overview

Follow along with the video for an introduction to the Publisher screen elements. These include:

* The Quick Access Toolbar (QAT) - add commands for easy access.
* Ribbons - File, Home, Insert, Page Design, Mailings, Review, View.
* Help, Minimize, Maximize, and Close buttons.
* Status Bar - Page Count, Page Layout, and Zoom Controls.

Take the time to open your Microsoft Publisher program and click the View ribbon.

* Turn on the Boundaries, Guides, Rulers, Page Navigation and Scratch area buttons.

