

Microsoft Publisher is a complex tool that enables you to add many different kinds of objects to a publication. This can make creating a document from scratch a difficult and overwhelming task. To help users with this process, Publisher offers many templates that can be adapted for specific purposes.

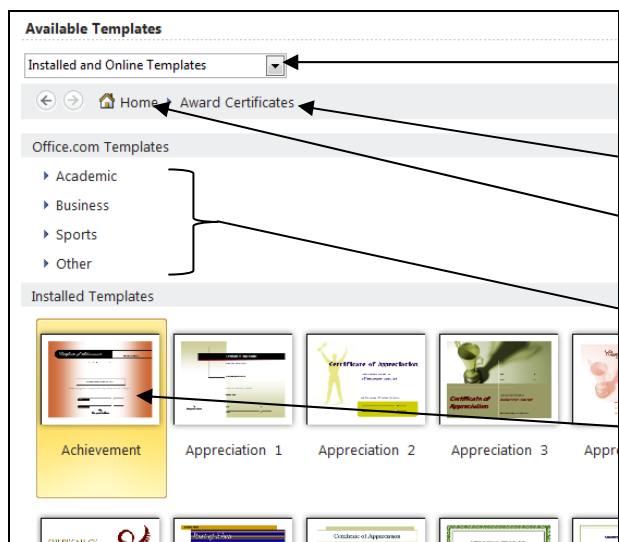
Task 1 – Templates

Name four types of publications that you think Publisher might have a template for (e.g. invitations).

If you decide to use a template, then you should investigate them before you start the planning process. A good knowledge of the available templates can save you a lot of time.

Task 2 – Browsing the Templates

- a. Open the application 'Microsoft Publisher' and observe the list of template groups available. Click on the 'Award Certificates' link and view the templates in this section.



Available Templates

Installed and Online Templates

Home Award Certificates

Office.com Templates

- Academic
- Business
- Sports
- Other

Installed Templates

Achievement Appreciation 1 Appreciation 2 Appreciation 3 Appr

List both the templates installed on your computer and the ones available on the internet.

The template group being viewed

Return to the main list

View the templates available online

The selected template

- b. Return to the menu and browse through the calendars, flyers, letter heads and any other templates that interest you.
- c. Look at the 'Blank Page Sizes'. These are used to create a publication from scratch. They contain only blank pages and layout guides.

Task 3 – Finding Templates

Locate the templates with the following names and write down the location each can be found in. You may use the search box at the top of the screen.

- | | |
|--------------------------------|--|
| a. BBQ 1 | Invitation Cards / Party / Theme Party |
| b. Wet Paint | _____ |
| c. Theater (note the spelling) | _____ |
| d. Capsules Price List | _____ |
| e. Open Wallet Size Calendar | _____ |

Task 4 – Recognising Templates

Find the names of the following templates:

a.



This is a business card

b.



This is a certificate

c.



This is a calendar

d.



This is a letterhead

- a. _____
- b. _____
- c. _____
- d. _____

Task 5 – Selecting Templates

Which group of templates would you look in when creating the following publications?

- a. Business calendar _____
- b. Employee of the month _____
- c. Party announcement _____
- d. CD label _____
- e. Business hours poster _____
- f. Fax cover sheet _____

Question. Which template would you select for the menu you designed in the previous task?