

# MICROSOFT PUBLISHER

## SKILLS CHECKLIST

As you acquire and master a skill, check off the box next to it

SKILLS	
<b>Creating a Publication</b>	
<input type="checkbox"/>	Working with the Ribbon and Tools
<input type="checkbox"/>	Creating a New Blank Publication
<input type="checkbox"/>	Creating a New Publication from Template
<input type="checkbox"/>	Manage paper, print quality, and delivery
<input type="checkbox"/>	Modify Page Margins
<input type="checkbox"/>	Add, Move, or Delete a Page
<input type="checkbox"/>	Working with Text boxes
<input type="checkbox"/>	Wrapping a Text box
<input type="checkbox"/>	Connecting Text Box
<input type="checkbox"/>	Format Text
<input type="checkbox"/>	Print As
<b>Working with Shapes and Objects</b>	
<input type="checkbox"/>	Insert a Shape
<input type="checkbox"/>	Resize a Shape
<input type="checkbox"/>	Modify Shape fill, color, and outline
<input type="checkbox"/>	Insert Objects
<input type="checkbox"/>	Align Objects
<b>Working with Building Blocks</b>	
<input type="checkbox"/>	Type of Building Blocks
<input type="checkbox"/>	Inserting Building Blocks
<b>Adding Pictures</b>	
<input type="checkbox"/>	Adding Pictures from File or Clip Art
<input type="checkbox"/>	Resize, crop and arrange pictures
<input type="checkbox"/>	Modify pictures: Brightness, contrast, color, style
<input type="checkbox"/>	Add a Caption
<input type="checkbox"/>	Compressing Pictures for Publication
<b>Tables</b>	
<input type="checkbox"/>	Insert a Table
<input type="checkbox"/>	Resize and Arrange Tables
<input type="checkbox"/>	Format Table: Apply Styles, Borders, Fill Color
<b>Printing and Publishing</b>	
<input type="checkbox"/>	Print Settings
<input type="checkbox"/>	Publishing Electronically

*This checklist is intended as a personalized reference guide for your professional development. It is not intended to be a part of the performance review process.*

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