

REVIEW OF LEVEL I

- Publisher Options
- Page Wizard
- View – Full Or Actual
- Font And Font Color
- Insert Clipart
- Insert/Delete Objects

DRAWING TOOLS

- Custom Shapes Tool
- Flip & Rotate Objects
- Text On Objects

PICTURE FRAMES

- Crop
- Import Pictures

ARRANGE OBJECTS

- Group & Ungroup Objects
- Nudge
- Line Up
- Layering

TABLE

- Enter Data
- How Insert Rows
- Delete Rows
- Merge Cells
- Format

DESIGN GALLERY

MAIL MERGE

- Data Source
- Merge Document
- How To Merge
- View The Results
- Filter
- Sort
- Print

WATERMARKS

- Graphics
- Recolor The Image

ADVANCED FORMATTING

- Text Box Transparent
- Add Symbols
- Arrows
- Fancy First Letter
- Wrap Text Around Graphics

CREATE A NEWSLETTER

- Customizing

CREATE A BROCHURE

- Customizing