**Exploring Microsoft Publisher**

Microsoft Publisher is a desktop publishing software that can be used to design and create professional looking documents. You will be exploring Publisher to find out what it can do. If you have used Publisher before, you will be exploring how Microsoft has changed it for its 2010 edition.

1. Open up Microsoft Publisher. Describe the first screen that comes up. How has Microsoft made this program user-friendly?
2. Open one of the templates. Which one did you open? Would this be helpful to you as a business person? Explain.
3. Look at the Home tab. What do you notice is the same/different from Word? List something from this tab that you can explain to someone else. List something from this tab that you do not know what it means.
4. Click on the Insert tab. What do you notice is the same/different from Word? List something from this tab that you can explain to someone else. List something from this tab that you do not know what it means.
5. Click on the Page Design tab. What do you notice is the same/different from Word? List something from this tab that you can explain to someone else. List something from this tab that you do not know what it means.
6. Click on the Mailings tab. What do you notice is the same/different from Word? List something from this tab that you can explain to someone else. List something from this tab that you do not know what it means.
7. Click on the Review tab. What do you notice is the same/different from Word? List something from this tab that you can explain to someone else. List something from this tab that you do not know what it means.
8. Click on the View tab. What do you notice is the same/different from Word? List something from this tab that you can explain to someone else. List something from this tab that you do not know what it means.
9. Be prepared to share what you know with someone else.