**Tutorial C9 Using Date, Time and Symbols (29 points)**

1. Publisher gives you the option of inserting the \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and symbols which can help you create a more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ document.
2. After creating a textbox, you will go to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab located in your ribbon
3. You can select the symbol for **date and time**, please circle it below.



1. This symbol is located in the \_\_\_\_\_\_\_\_\_\_\_\_\_ group in the insert tab.
2. You can see there are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ different options for creating dates.
3. You can even specify the specific \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you wish.
4. If I know I am going to use a date format frequently in my document(s) I can select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will automatically make this structure the default structure for dates.
5. You can also check the update automatically box which will \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_ each time you open the document with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date.
6. Once you have selected your date format, select \_\_\_\_\_\_\_\_\_.
7. You can also add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your document. This is useful if you want to display an equation. You could use the keyboard to find the symbol, or you can use the \_\_\_\_\_\_\_\_\_\_\_\_\_ symbol.
8. On the ribbon below, circle the **symbol button**.



1. It’s time for a symbol challenge! I want you to open Publisher, create a new blank document, create a textbox, (Insert textbox) then click the symbol and hover over the symbols; a screen tip will show you the name of each symbol! Please list all the symbols that are circled below in the order they appear line by line, alongside the row (on the provided line). (See back page)
2. Can you access more symbols other than what appears when you press the symbol button?

1. You will also see, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_characters tab, that you can add other different symbols.

1. After you find your symbol, you must select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Symbol**

**Challenge**

 **Write your answers along each line below**

