**In My Professional Layout Application**

1. Create a new file?
2. Change page size?
3. Create columns for pages?
4. Create columns in text boxes?
5. Change the margins?
6. Define picas?
7. Create a textbox?
8. Link textboxes?
9. Fix overset text?
10. Insert text from document files?
11. Insert pictures?
12. Spell check?
13. Turn off hyphens?
14. Wrap text around a picture?
15. Change the shape of a textbox?
16. Create layers for my layout?
17. Put an object on a layer?
18. Move objects between layers?
19. Create more pages for my publication?
20. Zoom out to see the entire page using my keyboard?
21. Use templates?
22. Hide and lock layers?
23. Add strokes to objects?
24. Change font and font size?
25. Change font color for stroke and fill?
26. Move an object in the frame?
27. Create and remove guides?
28. Duplicate objects?
29. Resize an object using the frame?