

Microsoft Publisher 2016/2013/2010

Course Overview

In this 1-day course you will learn how to use Microsoft Publisher, a desktop publishing software application capable of producing newsletters, flyers, brochures, certificates, and other printed publications. You will learn how to use Publisher's large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. While creating publications you will learn how to add content, format text, edit the contents, add and format graphics, and print and share a publication. Prerequisite: Microsoft Word Level 1 or equivalent experience.

Course Topics

Getting Started with Microsoft Publisher

- Exploring the Interface
- Customizing the Publisher Interface
- Creating a Publication

Adding Content to a Publication

- Adding Text to a Publication
- Organizing Text Boxes and Picture Placeholders in a Layout
- Controlling the Display of Content in Text Boxes
- Applying Building Blocks

Formatting Text in a Publication

- Formatting Text and Paragraphs
- Applying Paragraph Styles
- Applying Schemes

Editing Text in a Publication

- Editing Text in a Publication
- Presenting Content in Tables
- Inserting Symbols and Special Characters

Adding and Formatting Graphics in a Publication

- Adding Graphical Objects to a Publication
- Manipulating the Appearance of Pictures

Preparing a Publication for Sharing and Printing

- Saving a Publication
- Running Design Checker
- Previewing and Printing a Publication
- Sharing a Publication