Microsoft Publisher

Overview: This course is intended for people in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or those who need to use Microsoft Publisher to create, lay out, edit, and share publications.

Prerequisites: To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Microsoft Publisher
Navigate the Interface
Customize the Publisher Interface
Create a Publication

Lesson 2: Adding Content to a Publication
Add Text to a Publication
Add Pages and Picture Placeholders to a Publication
Control the Display of Content in Text Boxes
Apply Building Blocks to a Publication

Lesson 3: Formatting Text and Paragraphs in a Publication
Format Text
Format Paragraphs
Apply Schemes

Lesson 4: Managing Text in a Publication
Edit Text in a Publication
Work with Tables
Insert Symbols and Special Characters

Lesson 5: Working with Graphics in a Publication
Insert Graphics in a Publication
Customize the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing
Check the Design of a Publication
Save a Publication in Different Formats
Print a Publication
Share a Publication

Appendix A: Automating Communication Using Mail Merge
Appendix B: New Features in Publisher 2016