



Course Content

Course Description:

Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a 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. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

This course presents information and skills that are appropriate for users of either the Office 2016 or Office 2019 desktop applications. However, the instructional environment for the delivery of this course utilizes Office 2016.

Course Objectives:

Upon completion, students will be able to:

- Perform basic tasks in the Microsoft Publisher interface.
- Add content to a publication.
- Format text and paragraphs in a publication.
- Manage text in a publication.
- Work with graphics in a publication.
- Prepare a publication for printing and sharing.

Target Audience:

This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Office Publisher to create, lay out, edit, and share publications.

Prerequisites:

To ensure your success in this course, you should have Windows end-user skills that include starting and closing applications, navigating basic file structures, and managing files and folders.



Publisher 2016/2019

Course ID #: 7000-304-ZZ-Z

Hours: 7

Topics:

Getting Started with Microsoft Publisher 2016

- Navigate the Interface
- Customize the Publisher Interface
- Create a Publication
-

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

Formatting Text and Paragraphs in a Publication

- Format Text
- Format Paragraphs
- Apply Schemes

Managing Text in a Publication

Edit Text in a Publication

Work with Tables

Insert Symbols and Special Characters

Working with Graphics in a Publication

- Insert Graphics in a Publication
- Customize the Appearance of Pictures

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
-