



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
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# Microsoft® Office Publisher 2019

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

## Course Description

Microsoft Office 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.

**NOTE:** *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.*

## Target Audience

This course is intended for:

- Publishing Specialists
- Layout Specialists
- Graphic Designers
- Other Knowledge Workers who need to use Microsoft Office Publisher to create, layout, edit, and share publications.

## Prerequisites

To attend this course, candidates must have:

- Completed one of the following courses or have the equivalent knowledge and skills:
  - Microsoft® Windows® 10: Transition from Windows® 7
  - Using Microsoft® Windows® 10



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## Course Objectives

Upon successful completion of this course, attendees 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.

## Course Topics

### Module 1: Getting Started with Microsoft Publisher 2016

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

### Module 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

### Module 3: Formatting Text and Paragraphs in a Publication

- Format Text
- Format Paragraphs
- Apply Schemes

### Module 4: Managing Text in a Publication

- Edit Text in a Publication
- Work with Tables
- Insert Symbols and Special Characters

### Module 5: Working with Graphics in a Publication

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

### Module 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 2016/2019

## ACTIVITIES INCLUDED