Microsoft® Office Publisher 2016

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Microsoft® Office Publisher 2016 is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. The software includes a large collection of templates that provide a great way to start a new publication. It 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. In this course, participants will create, format, edit, and distribute publications.

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 2016 to create, lay out, edit, and share publications.

Prerequisites

To attend this course, candidates must have:

- Basic computer and typing skills or take one of the following introductory courses:
  - o *Introduction to Personal Computers Using Windows® 8/8.1*
  - o *Introduction to Personal Computers Using Windows® 10*

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.

Microsoft Partner

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Course Objectives *Continued*

- 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

ACTIVITIES INCLUDED

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