



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft Publisher for Office 365

Duration: 1 Day

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

Course Description

Microsoft® Publisher for Office 365™ 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 the Office 2019 or Office 365 desktop applications. However, the instructional environment for the delivery of this course utilizes Office 365.

Target Audience

This course is intended for:

- 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 attend this course, candidates must have:

- Experience with Microsoft® Windows® 10: Transition from Windows® 7
- Experience using Microsoft® Windows® 10

Course Objectives



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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

- 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

ACTIVITIES INCLUDED