



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

Microsoft® Office Publisher 2013

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 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 mail merge features, which is 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 2103 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:
 - *Introduction to Personal Computers Using Windows® 7*
 - *Introduction to Personal Computers Using Windows® 8/8.1*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Perform basic tasks in the Microsoft® Publisher interface.
- Add content in a publication.
- Format text in a publication.
- Edit the contents of a publication.
- Add and format graphics.
- Print and share a publication.



Course Topics

Module 1: Getting Started with Microsoft® Publisher 2013

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

Module 2: Adding Content to a Publication

- Add Text to a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Apply Building Blocks

Module 3: Formatting Text in a Publication

- Format Text and Paragraphs
- Apply Paragraph Styles
- Apply Schemes

Module 4: Editing Text in a Publication

- Edit Text in a Publication
- Present Content in Tables
- Insert Symbols and Special Characters

Module 5: Adding and Formatting Graphics in a Publication

- Add Graphical Objects to a Publication
- Manipulate the Appearance of Pictures

Module 6: Preparing a Publication for Sharing and Printing

- Save a Publication
- Run Design Checker
- Preview and Print a Publication
- Share a Publication

ACTIVITIES INCLUDED