

Microsoft Publisher 2019/2016

Duration: 1 Day(s)

Course Overview

Microsoft Publisher is a powerful desktop publishing software that provides all the tools you need to create, customize and share a wide variety of professional looking publications and marketing material. Come join our intensive 1-day class in Publisher and learn to publish like a pro!

Review this course online at <https://www.alta3.com/courses/MSFTPUBL2016>

Objectives

- Design professional publications using Microsoft Publisher
- Implement effective layout and text organization strategies
- Customize and apply styles, fonts, and color schemes
- Distribute publications through various formats and channels

Who Should Attend

- Windows users with basic proficiency
- Marketing professionals
- Business communicators
- Desktop publishing enthusiasts

Prerequisites

To be successful in this course, students should have a basic understanding of the Windows operating system, including how to launch an application and create and save files. Previous experience with word processing such as the use of Microsoft Word is also required. Students should be familiar with the concepts of cut, copy and paste.

Course Outline

Lesson 1: Getting Started with Publisher

1. Identify the components of the Publisher interface
2. Use the Page Navigation pane
3. Use the Customize Status Bar menu
4. Use Publisher templates
5. Create a new publication
6. Work with text boxes and picture placeholders
7. Work with margin and ruler guides

Lesson 2: Modifying the Layout and Structure of a Publication

8. Import text into a publication
9. Organize text boxes and picture placeholders in a layout
10. Control the display of content in text boxes

- 11. Link text boxes
- 12. Work with master pages
- 13. Insert headers and footers
- 14. Work with building blocks
- 15. Add building block objects to a publication

Lesson 3: Formatting Text in a Publication

- 16. Enhance the appearance of text in a publication
- 17. Apply paragraph styles
- 18. Apply color and font schemes

Lesson 4: Editing Content in a Publication

- 19. Edit and modify text in a publication
- 20. Create and insert tables
- 21. Use the Find and Replace task pane
- 22. Use the proofing tools
- 23. Insert symbols and special characters

Lesson 5: Formatting Graphics in a Publication

- 24. Use the Picture Tools tool tab to manipulate pictures in a publication
- 25. Apply picture styles
- 26. Add graphical objects to a publication
- 27. Use WordArt and clip art, insert and format shapes

Lesson 6: Preparing a Publication for Distribution

- 28. Check the design of a publication using the Design Checker task pane
- 29. Save a publication in the XPS and PDF formats for distribution
- 30. Preview and print a publication
- 31. Send a publication by email