

Publisher 2016

Course Length: 1 day

Overview

Microsoft® Office Publisher 2016 is an 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.

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.

In this course, you will create, format, edit, and share publications. You will: 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 Content

Lesson 1 – Getting Started with Microsoft Publisher 2016

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

Lesson 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

Lesson 3 – Formatting Texts & Paragraphs in a Publication

- Format Text
- Format Paragraphs
- Apply Schemes

Lesson 4 – Managing Text in a Publication

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

Lesson 5 – Working with Graphics in a Publication

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

Lesson 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