

Microsoft® Office Publisher 2013

Course Number:

091113

Course Length:

1 day

Course Description

Overview:

Microsoft® 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. With a user-friendly interface, Microsoft Publisher makes it easy to create and edit publications.

Course Objectives:

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

You will:

- 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.

Target Student:

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 Publisher 2103 to create, lay out, edit, and share publications.

Course Content

Lesson 1: Getting Started with Microsoft Publisher 2013

- Topic A:** Explore the Interface
- Topic B:** Customize the Publisher Interface
- Topic C:** Create a Publication

Lesson 2: Adding Content to a Publication

- Topic A:** Add Text to a Publication
- Topic B:** Organize Text Boxes and Picture Placeholders in a Layout
- Topic C:** Control the Display of Content in Text Boxes
- Topic D:** Apply Building Blocks

Lesson 3: Formatting Text in a Publication

- Topic A:** Format Text and Paragraphs
- Topic B:** Apply Paragraph Styles
- Topic C:** Apply Schemes

Lesson 4: Editing Text in a Publication

- Topic A:** Edit Text in a Publication
- Topic B:** Present Content in Tables
- Topic C:** Insert Symbols and Special Characters

Lesson 5: Adding and Formatting Graphics in a Publication

- Topic A:** Add Graphical Objects to a Publication
- Topic B:** Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

- Topic A:** Save a Publication
- Topic B:** Run Design Checker
- Topic C:** Preview and Print a Publication
- Topic D:** Share a Publication