

Microsoft® Office Publisher 2016

Course Number:

091073

Course Length:

1 day

Course Description

Overview:

Microsoft® Office Publisher 2016 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.

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 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.

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 Office Publisher 2016 to create, lay out, edit, and share publications.

Prerequisites:

To ensure your success in this course, you should have experience with basic Microsoft® Windows® 10 tasks and be comfortable in the Windows 10 environment.

You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses:

- *Microsoft® Windows® 10: Transition from Windows® 7*
- *Using Microsoft® Windows® 10*

Course Content

Lesson 1: Getting Started with Microsoft Publisher 2016

Topic A: Navigate 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: Add Pages and Picture Placeholders to a Publication

Topic C: Control the Display of Content in Text Boxes

Topic D: Apply Building Blocks to a Publication

Lesson 3: Formatting Text and Paragraphs in a Publication

Topic A: Format Text

Topic B: Format Paragraphs

Topic C: Apply Schemes

Lesson 4: Managing Text in a Publication

Topic A: Edit Text in a Publication

Topic B: Work with Tables

Topic C: Insert Symbols and Special Characters

Lesson 5: Working with Graphics in a Publication

Topic A: Insert Graphics in a Publication

Topic B: Customize the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

Topic A: Check the Design of a Publication

Topic B: Save a Publication in Different Formats

Topic C: Print a Publication

Topic D: Share a Publication

Appendix A: Automating Communication Using Mail Merge

Appendix B: New Features in Publisher 2016