

Course Description

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

Learning Objectives

- 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.

Getting Started with Microsoft Publisher

- Navigate the Interface
 - The Ribbon
 - Ribbon Keyboard Shortcuts
 - Screen Tips
 - Ribbon Tabs
 - Dialog Box Launchers
 - Contextual Tabs
 - The Backstage View
 - The Open Screen
 - Task Panes
 - The Page Navigation Pane
 - The Quick Access Toolbar
 - Keyboard Shortcuts
 - The Publisher Help Window
- Customize the Publisher Interface
 - The Publisher Options Dialog Box
 - The Customize Ribbon Tab
 - Office Themes
 - The Customize Status Bar Menu
- Create a Publication
 - Templates
 - Publisher Templates
 - File Types
 - The Save As Screen

Managing Text in a Publication

- Edit Text in a Publication
 - The Cut, Copy, and Paste Commands
 - Paste Options
 - The Paste Special Dialog Box
 - The Editing Group Commands
 - The Text Review Tools
 - The Review Tab
- Work with Tables
 - Table Data Example
 - The Table Creation Methods
 - Keyboard Shortcuts for Table Navigation
 - The Table Tools Contextual Tab
 - The Design Tab
 - The Layout Tab
- Insert Symbols and Special Characters
 - Symbols
 - Special Characters

Adding Content to a Publication

- Add Text to a Publication
 - Text Boxes
 - Rulers
 - Ruler Guides
 - Margin Guides
 - Need for Setting Up a Layout
 - Need for Importing Text
 - Methods of Importing Text in a Publication
 - Business Information Sets
- Add Pages and Picture Placeholders to a Publication
 - Pages
 - Picture Placeholders
 - Dynamic Guides
- Control the Display of Content in Text Boxes
 - Text Box Linking Techniques
 - Text Box Columns
 - Master Pages
 - Headers and Footers
- Apply Building Blocks to a Publication
 - Building Blocks
 - The Building Block Library
- Working with Text Boxes

Working with Graphics in a Publication

- Insert Graphics in a Publication
 - Image File Formats
 - Shapes
 - Picture Insertion Methods
 - The Online Pictures Command
 - The Graphics Manager Task Pane
 - The Picture Tools Contextual Tab
- Customize the Appearance of Pictures
 - Picture Styles
 - Picture Adjustment Options
 - The Set Transparent Color Option

Formatting Text and Paragraphs in a Publication

- Format Text
 - Text Formatting Methods
 - Text Editing Techniques
 - The Format Text Dialog Box
 - Typography Group Commands
 - The Mini Toolbar
 - The Format Painter Tool
 - WordArt
- Format Paragraphs
 - Paragraph Formatting Methods
 - The Special Characters Option
 - Paragraph and Formatting Marks
 - Indent Markers
 - Paragraph Flow Options
 - Bulleted Lists
 - Numbered Lists
 - Paragraph Styles
- Apply Schemes
 - Schemes
 - Font Schemes
 - Color Schemes

Preparing a Publication for Sharing and Printing

- Check the Design of a Publication
 - The Design Checker Tool
 - The Design Checker Task Pane
- Save a Publication in Different Formats
 - Publisher File Formats
 - PDF File Output
 - Printer's Marks
 - XPS File Output
 - Web File Output – HTML
 - Hyperlinks in Publisher
 - Alt Text
 - The Pack and Go Feature
- Print a Publication
 - The Print Option
 - RGB vs Grayscale
 - The Print Preview Pane
- Share a Publication
 - Share Through Email
 - OneDrive