Publisher

The Participants will to create, layout, and edit publications in Microsoft Publisher.

Course Objectives

Upon successful completion of this course, students will be able to:
- Become familiar with the Publisher environment and start working on a publication.
- Modify the layout and structure of a publication.
- Format text in a publication.
- Edit the contents in a publication.
- Format graphics in a publication.
- Prepare a publication for distribution.

Course Content

Lesson 1: Getting Started with Publisher
Topic 1A: Identify the Components of the Publisher Interface
Topic 1B: Customize the Publisher Interface
Topic 1C: Create a Basic Publication
Topic 1D: Add Content to a Publication

Lesson 2: Modifying the Layout and Structure of a Publication
Topic 2A: Import Text into a Publication
Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout
Topic 2C: Control the Display of Content in Text Boxes
Topic 2D: Insert Common Layout Elements
Topic 2E: Use Building Blocks

Lesson 3: Formatting Text in a Publication
Topic 3A: Format Text
Topic 3B: Format Paragraphs
Topic 3C: Apply Paragraph Styles
Topic 3D: Apply Schemes

Lesson 4: Editing Content in a Publication
Topic 4A: Edit Text in a Publication
Topic 4B: Present Content in Tables
Topic 4C: Review Text in a Publication
Topic 4D: Insert Symbols and Special Characters

Lesson 5: Formatting Graphics in a Publication
Topic 5A: Customize the Appearance of Pictures
Topic 5B: Add Graphical Objects to a Publication

Lesson 6: Preparing a Publication for Distribution
Topic 6A: Check the Design of a Publication
Topic 6B: Save a Publication for Distribution
Topic 6C: Preview and Print a Publication
Topic 6D: Send a Publication by Email

Course Length- 1 day (6.5 instructional hours)