



Microsoft Publisher

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of windows and the ability to use a mouse. Basic Word Processing skills are required.

Objectives

Upon successful completion of this course, students have covered these topics:

- Begin 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 Outline

Getting Started with Publisher

- Identify the Components of the Publisher Interface
- Customize the Publisher Interface
- Create a Basic Publication
- Add Content to a Publication

Modifying the Layout and Structure of a Publication

- Import Text into a Publication
- Organize Text Boxes and Picture Place-holders in a Layout
- Control the Display of Content in Text Boxes
- Insert Common Layout Elements
- Use Building Blocks

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Formatting Text in a Publication

- Format Text
- Format Paragraphs
- Apply Paragraph Styles
- Apply Schemes

Editing Content in a Publication

- Edit Text in a Publication
- Present Content in Tables
- Review Text in a Publication
- Insert Symbols and Special Characters

Formatting Graphics in a Publication

- Customize the Appearance of Pictures
- Add Graphical Objects to a Publication

Preparing a Publication for Distribution

- Check the Design of a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Send a Publication by Email

Note:

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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