



Microsoft Office Publisher 2013

Course PUB13 - 1 Day - Instructor-led - Hands on

Introduction

Microsoft Office 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.

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 2013 to create, lay out, edit, and share publications.

At Course Completion

Upon successful completion of this course, students will be able to:

- Create a one-page publication.
- Modify a publication's layout and structure.
- Add content to a publication.
- Format text in a publication.
- Edit text in a publication
- Add and format graphics.
- Prepare a publication for sharing and printing.

Prerequisites

This course is intended for students with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher 2010 to create, layout, and edit publications. Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure success, we recommend that students first take one of the following courses, or have equivalent knowledge and skills: Microsoft Windows 8 Level 1, Course WIN8-01 and Word 2013 Level 1, Course WRD13-1

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Course Outline

Module 1: Getting Started with Publisher 2013

- Explore the Interface
- Customize the Publisher Interface
- Create a Publication

Module 2: Adding Content to a Publication

- Add Text to a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Apply Building Blocks

Module 3: Formatting Text in a Publication

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

Module 4: Editing Text in a Publication

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

Module 5: Adding and Formatting Graphics in a Publication

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

Module 6: Preparing a Publication for Sharing and Printing

- Save a Publication
- Run Design Checker
- Preview and Print a Publication
- Share a Publication

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