



Microsoft Office Publisher 2016

Course PUB16 - 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 2016 to create, lay out, edit, and share publications.

At Course Completion

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

- 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

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 the following courses, or have equivalent knowledge and skills: Microsoft Windows 10 Level 1, Course WIN10-01 and Microsoft Word Level 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 Microsoft Publisher 2016

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

Module 2: Adding Content to a Publication

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

Module 3: Formatting Text and Paragraphs in a Publication

- Format Text
- Format Paragraphs
- Apply Schemes

Module 4: Managing Text in a Publication

- Edit Text in a Publication
- Work with Tables
- Insert Symbols and Special Characters

Module 5: Working with Graphics in a Publication

- Insert Graphics In a Publication
- Manipulate the Appearance of Pictures

Module 6: Preparing a Publication for Sharing and Printing

- Check the Design of a Publication
- Save a Publication in Different Formats
- Print a Publication
- Share a Publication

Appendix A: Automating Communication Using Mail Merge

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