

# Microsoft Publisher 365 Intermediate

**Duration: 1 Day**

This course is designed to teach delegates the more advanced features of Publisher to give publications the professional touch.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## **Working with Tables**

- Creating and formatting tables
- Formatting the table using the Table Design Tab
- Adjusting the table layout using the Table Layout Tab

## **Fine-Tuning your Publication**

- Checking the layout
- Checking spacing
- Getting words to fit
- Breaking lines and hyphenating
- Using a checklist

## **Page Options**

- Master pages
- Watermarks
- Graphics Manager Pane

## **Linking with Other Office Applications**

- Importing data from Word
- Importing an Excel table
- Merging data from Outlook contact list

## **Mail Merging**

- Using mail merge in Publisher
- Using mail merge via Word
- Using mail merge via Outlook
- Using sort and filter

## **Publishing to the Web**

- Web tools
- Web page options

## **Using Building Blocks**

- Building Block galleries
- Inserting a Building Block
- Creating a Building Block