

Microsoft Publisher 2016 Introduction

Duration: 1 Day

This course is designed to teach delegates the fundamentals of Publisher. Previous experience of desktop publishing is not necessary.

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.

Introduction

- Navigating the publication
- Using the Ribbon
- Creating a basic publication
- Good design guidelines
- File management

Working with Objects

- Drawing objects
- Rotating and flipping objects
- Grouping objects
- Importing objects
- Inserting a table
- Inserting a picture
- Building Blocks and Business Info.

Using Design Effects

- Using WordArt
- Using borders and shading
- Using shadows and page borders

Using Text Boxes

- Using and formatting text boxes
- Creating text styles
- Connecting text boxes
- Format painter and spell check

Publication Setup

- Page orientation
- Inserting and deleting pages
- Using backgrounds

Printing Publications

- Print options

Using Templates and Wizards

- Using design gallery
- Creating a template