Publisher 2013

Duration: **8 Hours**

Overview:

Students will learn desktop publishing capabilities of Publisher, including how to produce greeting cards, certificates, newsletters, and calendars, integrating mail merge features for a list of recipients and exporting publications as HTML web pages.

Target Audience:

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 2103 to create, lay out, edit, and share publications.

Lesson 1: Getting Started with Microsoft Publisher 2013

Explore the Interface
Customize the Publisher Interface
Create a Publication

Lesson 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

Lesson 3: Formatting Text in a Publication

Format Text and Paragraphs
Apply Paragraph Styles
Apply Schemes

Lesson 4: Editing Text in a Publication

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

Lesson 5: Adding and Formatting Graphics in a Publication

Add Graphical Objects to a Publication
Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

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