

Course Objectives and Outline

Microsoft Publisher 2016: Essentials

Days: 1

Prerequisites or Equivalent Skills: Windows

Target Student and Goals:

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

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Perform basic tasks in the Microsoft Publisher interface.
- Create, format, edit, and share publications.
- Add content in a publication.
- Format text in a publication.
- Edit the contents of a publication.
- Add and format graphics.
- Print and share a publication.

Course Outline:

Unit 1: Getting started

- Exploring the Publisher window
- Getting help
- Closing files and closing Publisher

Unit 2: Creating publications

- Creating a publication
- Page setup options
- Working with pictures
- Working with text frames

Unit 3: Formatting publications

- Modifying text frames
- Formatting text
- Changing paragraph properties
- Using editing tools

Unit 4: Working with multipage publications

- Creating multipage publications
- Modifying multipage publications
- Working with master pages
- Working with text

Unit 5: Working with objects and graphics

- Working with AutoShape objects
- Working with pictures
- Working with WordArt

Unit 6: Working with tables

- Getting started with tables
- Modifying tables
- Formatting tables

Unit 7: Printing publications

- Printing publications