MICROSOFT PUBLISHER 2019

Course Code: 101127

Microsoft Office Publisher 2019 is a desktop publishing software application

Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. 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 online sharing and mail merge features, which are 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, Publisher makes it easy to create and edit publications.

What You'll Learn

Students will learn to create, format, edit, and share publications.

Students will:

- 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.

Who Needs to Attend

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 Office Publisher 2019/O365 to create, lay out, edit, and share publications.

Prerequisites

To ensure your success in this course, you should have experience with basic Microsoft Windows tasks and be comfortable in the Windows environment.

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CLASSROOM LIVE	$350 USD	1 Day

Classroom Live Outline

Getting Started with Microsoft Publisher 2019

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

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

Formatting Text and Paragraphs in a Publication

- Format Text
- Format Paragraphs
- Apply Schemes

Managing Text in a Publication

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

Working with Graphics in a Publication

- Insert Graphics in a Publication
- Customize the Appearance of Pictures

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

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VIRTUAL CLASSROOM LIVE	$350 USD	1 Day

Virtual Classroom Live Outline

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- Share a Publication

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PRIVATE GROUP TRAINING	1 Day

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