

# MICROSOFT PUBLISHER 2016

Course Code: 821485

By the end of this course, users should be comfortable with creating a basic publication, adding content to a publication, formatting text, editing text, adding and formatting graphics, and preparing a publication for printing and/or sharing.

Publisher 2016 is Microsoft's desktop publishing program that is designed to give individuals and small to medium-sized businesses the ability to quickly and easily create publications for both print and the web.

This course is intended to help all novice computer users get up to speed with Publisher quickly. We will cover different features of the interface, show users how to create a publication, cover some basic publication tasks, discuss how to manage graphics in Publisher, and show how to prepare a publication for printing and electronic sharing.

## What You'll Learn

- Getting Started with Microsoft Publisher 2016
- Adding Content to Publications
- Formatting Text in a Publication
- Editing Text in a Publication
- Adding and Formatting Graphics in a Publication
- Preparing a Publication for Printing and Sharing

## Who Needs to Attend

This course is intended to help all novice computer users get up to speed with Publisher quickly.

## Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Experience with other Office applications, printing, and using a web browser is an asset, but not required. No previous experience with other versions of Publisher is necessary.

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Getting Started with Microsoft Publisher 2016**

- Topic A: Explore the Interface
- Topic B: Customize the Publisher Interface
- Topic C: Create a Publication

### **Lesson 2: Adding Content to a Publication**

- Topic A: Add Text to a Publication
- Topic B: Organize Text Boxes and Picture Placeholders in a Layout
- Topic C: Control the Display of Content in Text Boxes
- Topic D: Use Building Blocks

### **Lesson 3: Formatting Text in a Publication**

- Topic A: Format Text and Paragraphs
- Topic B: Apply Paragraph Styles
- Topic C: Apply Schemes

### **Lesson 4: Editing Text in a Publication**

- Topic A: Edit Text in a Publication
- Topic B: Present Content in Tables
- Topic C: Insert Symbols and Special Characters

### **Lesson 5: Adding and Formatting Graphics in a Publication**

- Topic A: Add Graphical Objects to a Publication
- Topic B: Manipulate the Appearance of Pictures

### **Lesson 6: Preparing a Publication for Printing and Sharing**

- Topic A: Save a Publication
- Topic B: Run the Design Checker
- Topic C: Preview and Print a Publication
- Topic D: Share a Publication



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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Getting Started with Microsoft Publisher 2016**

- Topic A: Explore the Interface
- Topic B: Customize the Publisher Interface
- Topic C: Create a Publication

### **Lesson 2: Adding Content to a Publication**

- Topic A: Add Text to a Publication
- Topic B: Organize Text Boxes and Picture Placeholders in a Layout
- Topic C: Control the Display of Content in Text Boxes
- Topic D: Use Building Blocks

### **Lesson 3: Formatting Text in a Publication**

- Topic A: Format Text and Paragraphs
- Topic B: Apply Paragraph Styles
- Topic C: Apply Schemes

### **Lesson 4: Editing Text in a Publication**

- Topic A: Edit Text in a Publication
- Topic B: Present Content in Tables
- Topic C: Insert Symbols and Special Characters

### **Lesson 5: Adding and Formatting Graphics in a Publication**

- Topic A: Add Graphical Objects to a Publication
- Topic B: Manipulate the Appearance of Pictures

### **Lesson 6: Preparing a Publication for Printing and Sharing**

- Topic A: Save a Publication
- Topic B: Run the Design Checker
- Topic C: Preview and Print a Publication
- Topic D: Share a Publication





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PRIVATE GROUP TRAINING

1 Day

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