

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.

MICROSOFT PUBLISHER 2016

Course Code: 821485

CLASSROOM LIVE

\$295 USD

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

MICROSOFT PUBLISHER 2016

Course Code: 821485

VIRTUAL CLASSROOM LIVE

\$295 USD

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



MICROSOFT PUBLISHER 2016

Course Code: 821485

PRIVATE GROUP TRAINING

1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

Date created: 7/1/2025 3:39:52 PM

Copyright © 2025 Global Knowledge Training LLC. All Rights Reserved.