Microsoft Publisher Level 1 – Course outline

Course Information

Microsoft Publisher is a desktop-publishing software application capable of producing newsletters, brochures, business cards, postcards, flyers and other printed publications.

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 mail merge features and allows for export of publications as HTML web pages or PDF documents.

Pre-Requisites

This course is designed for end users with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher to create, layout, edit and share publications.

At the end of this course, you will be able to:

- ✓ 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

Course Contents

Unit 1 - Getting Started

- ➢ Navigate the Interface
- ➢ Customise the Publisher Interface
- ➢ Create a Publication

Unit 2 - 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

Unit 3 - Formatting Text and Paragraphs in a Publication

- ➢ Format Text
- ➢ Format Paragraphs
- ➢ Apply Schemes

Unit 4 - Managing Text in a Publication

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

Unit 5 - Working with Graphics in a Publication

- ➢ Insert Graphics in a Publication
- ➢ Customise the Appearance of Pictures

Unit 6 - 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

Course duration: one day