

MS Publisher for Office 365

Length: 1 Day

Course Description: Microsoft® Publisher for Office 365™ 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.

Course Objectives: In this course, you will create, format, edit, and share publications.

You 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

COURSE CONTENT

GETTING STARTED WITH MICROSOFT PUBLISHER

- 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

APPENDIX A: AUTOMATING COMMUNICATION USING MAIL MERGE