

## Publisher 2016 Introduction

**Length:** 1 Day

**Summary:** This is an introduction to the publishing tools and features of MS Publisher.

**Prerequisites:** The course assumes no previous experience of Publisher, nor of similar design applications. Delegates should have a very clear understanding of the Windows operating system however and use of a word processor would help (especially Microsoft Word).

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## COURSE CONTENT

### 1: GETTING STARTED

- Laying out a new publication
- Using a template
- The publisher window
- Using the zoom feature
- Saving, closing, and opening a publication
- Publications with more than one page
- Using help
- Printing

### 2: WORKING FROM A BLANK PAGE

- Opening a blank publication
- Layout and ruler guides
- Working with objects
- Working with pictures
- The align feature
- Undo/redo
- Cutting, copying, and pasting objects

### 3: WORKING WITH TEXT

- Working with text
- Creating a text box
- Manipulating text boxes
- Formatting text
- Formatting text boxes
- Adding pages to your publication
- Viewing a two-page spread

### 4: SPECIAL TEXT TOOLS

- Create WordArt
- The WordArt Effects
- Special effects in WordArt
- Working with tables
- Adding text to a table