

Microsoft Publisher 2016 Complete

Duration: 1 Day Course Code: A-81073

This course is designed for new users of Microsoft Publisher that want to quickly become familiar with the features and tools available for creating a variety of Publications for both online, local printing and also commercial printers.

Learning Outcomes

By the end of this course students will be able to create a variety of different types of publications from stationary, flyers, posters, ads for magazines and understand much more about Desktop Publishing and it's principles in creating artwork for PDF and commercial printers.

Prerequisites

This course is designed for students with limited or no knowledge of Microsoft Publisher 2016. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Starting Up Publisher
- Choosing a Layout
- Working with Templates
- Exploring the Publisher Interface
- Working with the Ribbon and Context Sensitive Tabs
- Handy Navigation Features and Shortcuts
- Customising the Interface
- Creating Different Types of Publications

Adding Content to a Publication

- Options for Adding Text to a Publication
- Organising Text Boxes
- Linking Text Boxes
- Adding Picture Placeholders
- Inserting and Saving Building Blocks
- Modifying the Layout of Objects

Formatting Text Objects

- Modifying Font Properties
- Adjusting Paragraph Settings
- Controlling Paragraph Spacing and Alignment
- Working with Paragraph Styles
- Applying Schemes to your Publication

Editing Text in a Publication

- Handy Selection Techniques
- Inserting Tables
- Table Formatting Options
- Inserting/Deleting Rows and Columns
- Inserting Symbols and Special Characters

Inserting and Formatting Graphics

- Understanding File Formats and Advantages/Disadvantages
- Working with Layers
- Accurate Image Positioning
- Grouping/Un-Grouping Objects
- Applying Borders, Drop Shadows and Effects
- Text Wrapping Options
- Adjusting Brightness, Contrast and Recolouring Images
- Cropping and Rotating Images
- Understanding RGB, CMYK and Pantone

Preparing a Publication for Sharing and Printing

- File Format Options for Saving
- Using the Design Checker
- Print Preview and Print Options
- Sharing a Presentation
- Creating Artwork in PDF Format

