![New Horizons - An Educate 360 Brand]

Microsoft Office Publisher 2016/2019

Price	Duration	Delivery Methods
$295.00	1 Day	VILT, Private Group

Microsoft® Office Publisher is an 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.

Who Should Attend

This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Office Publisher 2016 to create, lay out, edit, and share 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.
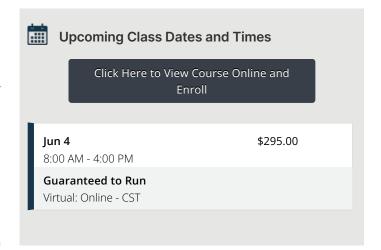
Agenda

1 - GETTING STARTED WITH MICROSOFT PUBLISHER 2016/2019

- Topic A: Navigate the Interface
- Topic B: Customize the Publisher Interface
- Topic C: Create a Publication

2 - ADDING CONTENT TO A PUBLICATION

- Topic A: Add Text to a Publication
- Topic B: Add Pages and Picture Placeholders to a

Upcoming Class Dates and Times

Click Here to View Course Online and Enroll

Jun 4	$295.00
8:00 AM - 4:00 PM	

Guaranteed to Run
Virtual: Online - CST

Publication

  - Topic C: Control the Display of Content in Text Boxes
  - Topic D: Apply Building Blocks to a Publication

3 - FORMATTING TEXTS & PARAGRAPHS IN A PUBLICATION

  - Topic A: Format Text
  - Topic B: Format Paragraphs
  - Topic C: Apply Schemes

4 - MANAGING TEXT IN A PUBLICATION

  - Topic A: Edit Text in a Publication
  - Topic B: Work with Tables
  - Topic C: Insert Symbols and Special Characters

5 - WORKING WITH GRAPHICS IN A PUBLICATION

  - Topic A: Insert Graphics in a Publication
  - Topic B: Customize the Appearance of Pictures

6 - PREPARING A PUBLICATION FOR SHARING AND PRINTING

  - Topic A: Check the Design of a Publication
  - Topic B: Save a Publication in Different Formats
  - Topic C: Print a Publication
  - Topic D: Share a Publication