

Microsoft® Publisher 2013 Level 1

Overview: Microsoft® Publisher is a desktop publishing software application capable of producing certificates, newsletters, and other printed publications. This course teaches you how to use 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, which is 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.

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 in a publication
- Format text in a publication
- Edit the contents of a publication
- Add and format graphics
- Print and share a publication

Target Student: 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 Publisher 2103 to create, lay out, edit, and share publications.

Prerequisites: To ensure your success in this course, you should have basic experience with computers and exposure to Windows® 8, as well as common productivity tools such as Microsoft® Office Word and PowerPoint®.

Length: 1 day

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| <p>I. Getting Started with Publisher 2013</p> <ul style="list-style-type: none">A. Explore the interfaceB. Customize the Publisher interfaceC. Create a publication <p>II. Adding Content to a Publication</p> <ul style="list-style-type: none">A. Add text to a publicationB. Organize text boxes and picture placeholders in a layoutC. Control the display of content in text boxesD. Apply Building Blocks <p>III. Formatting Text in a Publication</p> <ul style="list-style-type: none">A. Format text and paragraphs | <ul style="list-style-type: none">B. Apply paragraph stylesC. Apply Schemes <p>IV. Editing Text in a Publication</p> <ul style="list-style-type: none">A. Exit text in a publicationB. Present content in tablesC. Insert symbols and special characters <p>V. Adding and Formatting Graphics in a Publication</p> <ul style="list-style-type: none">A. Add graphical objects to a publicationB. Manipulate the appearance of pictures |
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VI. Preparing a Publication for Sharing and Printing

- A. Save a publication
- B. Run Design Checker
- C. Preview and print a publication
- D. Share a publication

