

MICROSOFT PUBLISHER 2013 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Microsoft Publisher 2013 is powerful publishing software with enhanced features, including new ways to work with pictures. Publisher is used to create high-quality, professional documents that exceed what word processing software, such as Word, can achieve. Since Publisher is especially useful for publications, authors, students, and businesses will find it useful.

This Publisher 2013 Advanced Training Course helps you to master Publisher so that you can effortlessly create ideal documents.

This highly valuable and dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

MICROSOFT PUBLISHER 2013 ADVANCED COURSE OUTLINE

FOREWORD

During Publisher 2013 Advanced Training Course, participants develop advanced skills in Publisher 2013 to help them work with publications, including print, e-mail and web-based versions. It includes using advanced text options and typography, using layers, groups and other graphics tools, merging data sources to create email, performing mail merges and labels, using templates, and performing advanced picture tasks.

After participating in this short and engaging training course, participants develop extensive skills in using Publisher 2013. The course provides knowledge and skill development to help you understand the use of each feature of the software.

OUTCOMES

After completing this course, participants will have learned to:

- ▶ Import text from files
- ▶ Embed an object
- ▶ Create a catalog
- ▶ Work with building blocks
- ▶ Create WordArt using WordArt tools
- ▶ Wrap text around a picture
- ▶ Add text to a shape
- ▶ Work with typography
- ▶ Insert pictures into shapes
- ▶ Make a picture transparent
- ▶ Use format picture dialog box
- ▶ Edit a curve
- ▶ Add shape effects
- ▶ Work with shape measurements
- ▶ Work with graphics and objects expertly
- ▶ Change page layout using various tools
- ▶ Use master pages
- ▶ Work with merges
- ▶ Work with publication information

MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ The Parking Lot
- ▶ Workshop Objectives
- ▶ Action Plan

Lesson 3: Working with Text

- ▶ Wrapping Text Around a Picture
- ▶ Adding Text to a Shape
- ▶ Working with Word Art Styles
- ▶ Working with Typography
- ▶ Lesson Three: Review Questions

Lesson 5: Working with Shapes

- ▶ Changing a Shape
- ▶ Editing a Shape
- ▶ Adding Shape Effects
- ▶ Working with Shape Measurements
- ▶ Using the Format Shape Dialog Box
- ▶ Lesson Five: Review Questions

Lesson 7: Working with Page Layout

- ▶ Changing the Template
- ▶ Using the Page Setup Dialog Box
- ▶ Using a Built-in Ruler Guide
- ▶ Adding a Ruler Guide
- ▶ Using Grid and Baseline Guides
- ▶ Lesson Seven: Review Questions

Lesson 9: Working with Merges

- ▶ Creating a Data Source for a Merge
- ▶ Using the Email or Mail Merge Wizard
- ▶ Working with Recipients
- ▶ Creating Labels with Postal Code Bars
- ▶ Tracking Effectiveness
- ▶ Lesson Nine: Review Questions

Lesson 2: Advanced Content Options

- ▶ Importing Text from a File
- ▶ Embedding an Object
- ▶ Creating Word Art
- ▶ Working with Building Blocks
- ▶ Lesson Two: Review Questions

Lesson 4: Working with Picture

- ▶ Finding the Picture Resolution
- ▶ Cropping Pictures
- ▶ Inserting Pictures into a Shape
- ▶ Making a Picture Transparent
- ▶ Using the Format Picture Dialog Box
- ▶ Resetting a Picture
- ▶ Lesson Four: Review Questions

Lesson 6: Working with Graphics and Objects

- ▶ Layering Objects
- ▶ Grouping Objects
- ▶ Rotating and Flipping Objects
- ▶ Snapping Objects to Other Objects on the Page
- ▶ Using the Graphics Manager Task Pane
- ▶ Using the Building Blocks Library
- ▶ Lesson Six: Review Questions

Lesson 8: Using Master Pages

- ▶ Creating a Master Page
- ▶ Applying a Master Page
- ▶ Editing a Master Page
- ▶ Managing Master Pages
- ▶ Closing the Master Page View
- ▶ Lesson Eight: Review Questions

Lesson 10: Creating a Catalog

- ▶ Inserting Catalog Pages
- ▶ Creating a Product list
- ▶ Choosing a Catalog Layout
- ▶ Finishing Your Catalog Merge
- ▶ Lesson Ten: Review Questions

Lesson 11: Working with Publication Information

- ▶ Using the Design Checker
- ▶ Managing Embedded Fonts
- ▶ Setting Publisher Options
- ▶ Customising the Ribbon or the Quick Access Toolbar
- ▶ Reducing Publication File Size by Compressing Pictures
- ▶ Lesson Eleven: Review Questions

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of the Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)