MICROSOFT PUBLISHER 2013 ESSENTIALS

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COURSE LENGTH: 1.0 DAYS

Knowledge of Microsoft Publisher 2013 is essential to create high-quality, professional documents. Using Publisher 2013 is not difficult if you understand its basic functionalities such as basic editing and formatting, using templates, working with pictures and text, and working with pages.

Publisher 2013 Essentials Training Course provides you with comprehensive knowledge and skill development in performing all basic functions of Publisher so that you are able to create exquisite documents using it.

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

MICROSOFT PUBLISHER 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

During this course, participants receive training in creating new publications both from templates and from a blank file, using Publisher tools on the interface, working with pictures, performing text editing and formatting, working with pages and objects, reviewing documents before publication, and more.

After completing this training course, participants will be able to use Publisher 2013 effortlessly to create professional documents that spell quality.

OUTCOMES

After completing this course, participants will have learned to:
- Open and close Publisher 2013
- Open recent files and folders
- Create a new presentation from scratch
- Create presentations from templates
- Understand the interface
- Edit their business information
- Use the pages pane
- Save files
- Add pictures, text, hyperlinks, page parts, business information
- Swap pictures
- Resize, move and delete pictures
- Perform basic editing tasks
- Format fonts
- Format paragraphs
- Work with objects
- Work with pages
- Check spelling
- Preview their publication
- Save documents for photo printing or commercial printers

MODULES

Lesson 1: Getting Started
- Icebreaker
- Housekeeping Items
- The Parking Lot

Lesson 2: Opening Publisher
- Opening Publisher
- Opening Recent and Other Files

- Workshop Objectives
- Action Plan
- Creating a New Publication Using a Template
- Creating a New Blank Publication
- Lesson Two: Review Questions

Lesson 3: Working with the Interface
- Understanding the Ribbon and the Status Bar
- About Your Account
- Editing Your Business Information
- Saving Files
- Using the Pages Pane
- Closing Files vs. Closing Publisher
- Lesson Three: Review Questions

Lesson 4: Your First Publication
- Adding Pictures
- Adding Text
- Adding Hyperlinks
- Adding Page Parts
- Adding Business Information
- Adding a New Page
- Lesson Four: Review Questions

Lesson 5: Working with Pictures
- Adding More Than One Picture at a Time
- Inserting a Picture Placeholder
- Swapping Pictures
- An Introduction to the Picture Tools Tab
- Adding a Picture Caption
- Resizing, Moving, and Deleting a Picture
- Lesson Five: Review Questions

Lesson 6: Basic Editing Tasks
- Selecting, Editing, and Deleting Text
- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Lesson Six: Review Questions

Lesson 7: Formatting Fonts
- Changing Font Fact and Size
- Changing Font Color
- Adding Font Enhancements
- Using the Font Dialog
- Clearing Formatting
- Lesson Seven: Review Questions

Lesson 8: Formatting Paragraphs
- Changing Line Spacing and Paragraph Spacing
- Setting the Alignment
- Indenting Text
- Adding Bullets and Numbering
- Using the Paragraph Dialog
- Applying Styles
- Lesson Eight: Review Questions

Lesson 9: Working with Objects
- Drawing Shapes
- An Introduction to the Drawing Tools Tab
- Inserting Tables
- Linking Text Boxes
- Formatting Objects
- Aligning and Distributing Objects
- Lesson Nine: Review Questions

Lesson 10: Working with Pages
- Using Color and Font Schemes
- Working with Page Backgrounds and Picture Backgrounds
- Changing the Page Setup
- Working with the Header & Footer Options
- Deleting, Moving, and Renaming Pages
- Lesson Ten: Review Questions

Lesson 11: Publishing Your Work
- Proofing Your Publication
- Printing or Previewing Your Publication

Lesson 12: Wrapping Up
- Words from the Wise
- Review of the Parking Lot

- Sharing Your Publication
- Saving for Photo Printing or a Commercial Printer
- Lesson Eleven: Review Questions

- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- ➤ View this course online
- ➤ In-house Training Instant Quote