

Microsoft Publisher Foundation Course Outline

Duration: 1 Day

Benefit: This course is designed to enable attendees to efficiently build and customise marketing materials, and tailor them to company's specific needs.

Objectives: On completion of this course, attendees will be able to create a basic publication, modify the layout and structure, edit content, format content and pictures and prepare a publication for distribution.

Pre-requisites: Keyboard and mouse experience and ideally have a good working knowledge of Windows.

● **Creating a Basic Publication**

- Explore the Microsoft Office Publisher Environment
- Create a Publication from a Publication Design
- Add Design Object Placeholders
- Add Content to a Publication
- Save a Publication
- Create Business Information Data

● **Modifying a Publication's Layout and Structure**

- Insert Text in a File
- Organize Text Boxes and Picture Frames in the Layout
- Connect Text Boxes
- Divide Text Boxes into Columns
- Organize Pages in the Publication
- Insert Common Layout Elements

● **Editing Content in a Publication**

- Edit Text in a Publication
- Research Information
- Find and Replace Text
- Spell Check the Publication
- Save Reusable Content

● **Formatting a Publication**

- Format Text
- Apply Schemes
- Insert Symbols
- Format Paragraphs
- Create Paragraph Styles
- Format Text Boxes

● **Formatting Pictures in a Publication**

- Format Picture Frames
- Customize Picture Appearance
- Insert WordArt
- Insert a Design Gallery Object

● **Preparing a Publication for Distribution**

- Check the Design of a Publication
- Manage Pictures in a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Compose a Publication for Email