

Course Name

Microsoft Publisher

Course Duration

One Day

Course Objectives

This course is intended for those 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 to create, lay out, edit, and share publications.

Course Content

- **Getting Started with Microsoft Publisher**
 - Explore the Interface
 - Customize the Publisher Interface
 - Create a Publication
 - Adding Content to a Publication
- **Add Text to a Publication**
 - Organize Text Boxes and Picture Placeholders in a Layout
 - Control the Display of Content in Text Boxes
 - Apply Building Blocks
- **Formatting Text in a Publication**
 - Format Text and Paragraphs
 - Apply Paragraph Styles
 - Apply Schemes
- **Editing Text in a Publication**
 - Edit Text in a Publication
 - Present Content in Tables
 - Insert Symbols and Special Characters
- **Adding and Formatting Graphics in a Publication**
 - Add Graphical Objects to a Publication
 - Manipulate the Appearance of Pictures
- **Preparing a Publication for Sharing and Printing**
 - Save a Publication
 - Run Design Checker
 - Preview and Print a Publication
 - Share a Publication

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**