

## Publisher 2016/2019

### Overview

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Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers 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 online sharing and mail merge features, which are 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. With a user-friendly interface, Publisher makes it easy to create and edit publications.

### Prerequisites

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- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

### Prerequisite Comments

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To ensure your success in this course, you should have experience with basic Microsoft® Windows® 10 tasks and be comfortable in the Windows 10 environment.

### Target Audience

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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 Office Publisher to create, lay out, edit, and share publications.

### Course Objectives

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In this course, you will create, format, edit, and share publications.

You will:

Perform basic tasks in the Microsoft Publisher interface.

Add content to a publication.

Format text and paragraphs in a publication.

Manage text in a publication.

Work with graphics in a publication.

Prepare a publication for printing and sharing.

### Course Outline

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## 1 - Getting Started with Microsoft Publisher 2016

Topic A: Navigate the Interface  
Topic B: Customize the Publisher Interface  
Topic C: Create a Publication

## 2 - Adding Content to a Publication

Topic A: Add Text to a Publication  
Topic B: Add Pages and Picture Placeholders to a Publication  
Topic C: Control the Display of Content in Text Boxes  
Topic D: Apply Building Blocks to a Publication

## 3 - Formatting Texts & Paragraphs in a Publication

Topic A: Format Text  
Topic B: Format Paragraphs  
Topic C: Apply Schemes

## 4 - Managing Text in a Publication

Topic A: Edit Text in a Publication  
Topic B: Work with Tables  
Topic C: Insert Symbols and Special Characters

## 5 - Working with Graphics in a Publication

Topic A: Insert Graphics in a Publication  
Topic B: Customize the Appearance of Pictures

## 6 - Preparing a Publication for Sharing and Printing

Topic A: Check the Design of a Publication  
Topic B: Save a Publication in Different Formats  
Topic C: Print a Publication  
Topic D: Share a Publication

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