

Course Name	Microsoft Publisher 2016
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>Microsoft® Office Publisher 2016 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.</p> <p><b>Audience profile</b> 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 2016 to create, lay out, edit, and share publications.</p>
Course Outcome	<p>In this course, you will create, format, edit, and share publications.</p> <p>You will:</p> <ul style="list-style-type: none"> <li>• Perform basic tasks in the Microsoft Publisher interface.</li> <li>• Add content to a publication.</li> <li>• Format text and paragraphs in a publication. Manage text in a publication.</li> <li>• Work with graphics in a publication.</li> <li>• Prepare a publication for printing and sharing.</li> </ul>
Course Details	<p><b>Lesson 1: Getting Started with Microsoft Publisher 2016</b></p> <p>Topic A: Navigate the Interface Topic B: Customize the Publisher Interface Topic C: Create a Publication</p> <p><b>Lesson 2: Adding Content to a Publication</b></p> <p>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</p> <p><b>Lesson 3: Formatting Text and Paragraphs in a Publication</b></p> <p>Topic A: Format Text Topic B: Format Paragraphs Topic C: Apply Schemes</p> <p><b>Lesson 4: Managing Text in a Publication</b></p> <p>Topic A: Edit Text in a Publication Topic B: Work with Tables Topic C: Insert Symbols and Special Characters</p>