

# **Microsoft Publisher 2013**

**Modality: On Demand**

**Duration: 1 Hour**

## **About this course:**

In this course, students will learn about backstage, how to develop the ribbon and new documents. The students will discover the core functionality of Publisher, like inserting shapes, WordArt, and text boxes. Here we will deal with text and text box formatting. Ultimately, then we will explore how to save, email a publication, save as XPS or PDF, publish files to the internet.

## **Course Objective:**

- Understanding to use ribbon
- Understanding to use the backstage view
- Understanding of layout and ruler guide
- Describe basic operation including how to create a new file, how to create a file based on a template, how to open a file, how to save a file, and how to import documents
- How to use a text box, automatic page numbering, hyperlinks, date, symbols, and time
- How to insert a table, additional pages, and WordArt
- How to make a bullet list and create a number list
- Understanding of different tools such as spell check, find alternative words, perform a mail merge, perform email merge, create and edit an address list
- Format text box
- Change font size and fonts
- Use character spacing
- Change font effects and styles

- Use drop caps
- How to use cut, copy, paste, undo, redo, find, and replace
- Insert photos and clip art
- Use building blocks, auto shapes, and picture style gallery
- Grouping and ungrouping
- Understanding of page layout

## **Audience:**

- Microsoft Office Professionals

## **Prerequisite:**

- There are no prerequisites needed for this online training course

## **Course Outline:**

### Getting Started

- What you will learn in this training
- Using the ribbon
- Using backstage view
- Including layout guides
- Including ruler guides

### Basic Operations

- Creating a new file
- Creating a file based on a template
- Opening a file
- Saving a file
- Printing Publisher files
- Importing Word documents

- Closing and exiting

## Basic Text Entry

- Using a text box
- Inserting a table
- Including WordArt
- Making a bulleted list
- Creating a numbered list
- Entering your personal information
- Inserting additional pages
- Using automatic page numbering
- Using date, time, and symbols
- Using hyperlinks

## Tools

- Using spell check
- Researching in Publisher
- Finding alternative words
- Creating and editing an address list
- Performing a mail merge
- Performing an email merge
- Locating help

## Formatting Text

- Formatting a text box
- Changing text box sizes
- Changing fonts and font sizes
- Changing font styles and effects
- Coloring fonts and applying fill effects
- Working with color schemes
- Using character spacing
- Using drop caps

## Editing

- Using cut, copy, and paste
- Using undo and redo
- Deleting text, objects, and pages
- Using find and replace

## Graphics

- Inserting clip art and photos
- Resizing graphics
- Using the picture style gallery
- Using building blocks
- Using auto shapes
- Including objects
- Understanding placement and order of graphics
- Grouping and ungrouping
- Cropping and panning

## Page Layout

- Using page backgrounds
- Setting up tabs and default alignment
- Using paragraphs, indenting, and spacing
- Making everything fit

## Producing Documents

- Using Pack and Go
- Creating a web publication
- Producing PDF or XPS files
- Using page setup
- Generating a publisher email

