

## 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