



Publisher Essentials: Parts 1-2

Microsoft Publisher is a desktop publishing program that can be used to create a variety of publications. Using Publisher, you can easily create business cards, greeting cards, calendars, newsletters and much, much more.

Part 1

This training level gives students the skills they need to effectively use Microsoft Publisher. The lessons start with the basics and rapidly progress through the various features that make this program such a useful tool for desktop publishing.

Module 1: The Basics

In the first module, students will learn the basics of signing in with a Microsoft account, how to create and save a new publication, and the benefits of the scratch area.

Module 2: Your First Publication

This module gives students ways to deal with text in Publisher. Topics include how to create a text box and how to type, delete, and select text. The module also touches on handy time-saving features such as Undo and Redo; cut, copy, and paste; and drag and drop.

Module 3: Working with Pages

This module covers how to insert pages, navigate through pages, delete pages, and rename pages. The module also looks at creating a page background and how to change the color and font schemes for a publication.

Module 4: Formatting Text

The fourth module of this course takes a closer look at text. Students will learn how to change font face, size, and color, as well as how to apply text effects and change character spacing. The module also covers working with the Font dialog, how to use the Format Painter, and how to clear formatting from text.

Module 5: Working with Objects

Objects are a big part of any publication, so this module covers how to select, resize, move, rotate, and delete an object. Contextual tabs and the mini toolbar are also covered.

Module 6: Illustrating Your Publication

What better way to add some punch to your publication than by adding illustrations? This module shows students how to insert images from a local source or from online. It also gives students instructions on how to insert a picture placeholder, shapes, WordArt, and tables.





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Module 7: Inserting Building Blocks

This handy module shows students how to insert page parts, calendars, borders and accents, and advertisements into a publication. The basics of modifying these objects are covered as well.

Module 8: Using Business Information

Business information can be quickly and easily copied to a publication by using Publisher's business information sets. This module looks at how to set up business information, manage business information sets, and insert business information fields. Students will also learn how to add building blocks to the Business Information Gallery.

Module 9: The Finishing Touches

In this module, students will learn how to use the spell checker, insert page numbers, add footers and headers, and run the Design Checker.

Module 10: Using Master Pages

Master pages are like templates in a publication. This module describes master pages and shows how to create and edit them. Students are also shown how to send objects to the master page, apply a master page, and remove a master page.

Module 11: Printing and Sharing Your Publication

This module looks at how to save a publication as PDF or XPS and for photo or commercial printing. Information on how to print and e-mail publications is also included.

Module 12: Customizing the Interface

In the final module of this course, students will learn how to collapse and expand the ribbon, customize the Quick Access toolbar, hide and show ribbon tabs, create custom ribbon tabs, and reset interface changes.





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Part 2

It can be a lot of work to create a high-quality document that can be made available in various formats for various purposes. That's where Microsoft Publisher comes in. It provides the tools to make that job much simpler and smoother. These 12-module lessons delves into several areas of this program that can lighten your workload.

Covered in this course are: Working with Multiple Objects, Inserting Text and Links, Linking Text Boxes, Working with Styles, Using Typography Tools, Working with Images, Using the Graphics Manager, Using the Mail Merge Wizard, Advanced Mail Merge Tasks, Creating a Catalog, and Working with Templates.

Module 1: Working with Multiple Objects

In Publisher, multiple objects can be selected in a number of ways and then grouped and ungrouped, aligned and arranged. This module gives your students the skills they need to perform these tasks.

Module 2: Inserting Text and Links

The ability to insert text and links in Publisher can be very helpful to the user. This module gives students a look at how to insert symbols, files, and objects, how to insert date and time, as well as how to create hyperlinks and bookmarks.

Module 3: Linking Text Boxes

When there's too much text for one text box a simple solution is close at hand in the form of linked text boxes. Students will find out in this module how to link text boxes, how to navigate through linked boxes and how to break text box links.

Module 4: Working with Styles

Styles control several attributes of text and can save a lot of time for users. Instead of taking several steps to format text the way you want it, just apply a style. It's as simple as that and your students will learn about how to create a new style, how to modify, delete, and import styles.

Module 5: Using Typography Tools

Teach your students how to refine their projects with these important typography tools. This module covers: how to insert drop caps, how to choose a number or ligature style, how to choose a stylistic set, how to manage swashes, and how to choose stylistic alternates.





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Module 6: Working with Images

Images are an important part of most published documents. In this module, students will discuss how to use an image as a background, how to crop and image to a shape, how to crop an image to fit or fill, how to correct images, and how to recolor images.

Module 7: Using the Graphics Manager

The Graphics Manager is used to manage images, including embedded or linked images. In this module, your students will benefit by learning how to open the Graphics Manager, how to set display and sort options, how to embed images, how to save linked images, how to replace images, and how to view image properties.

Module 8: Using the Mail Merge Wizard

Mail merge is used to create large numbers of documents that are almost identical but have unique information contained in them. The Mail Merge Wizard allows you to merge information in a few simple steps. Here, students will learn to start the Mail Merge Wizard, select recipients, preview results, create the publication, and complete an e-mail merge.

Module 9: Advanced Mail Merge Tasks

The look at Mail Merge tasks continues here at an advanced level. Students will be shown ways to use the Mailings tab, create personalized hyperlinks, print the recipient list, save a shortcut to the recipient list, and how to export the recipient list.

Module 10: Creating a Catalog, Part One

With Microsoft Publisher you can create a professional-quality catalog. This module provides your students with the skills they need to insert catalog pages, choose a data source, create a data source from scratch, and how to choose a layout.

Module 11: Creating a Catalog, Part Two

There are a lot of tools in Publisher to create a catalog so we broke the skills down into two sections. In this second module for catalogs, your students get a look at how to add text fields and picture fields, how to preview a catalog, and how to complete the merge.

Module 12: Working with Templates

Templates save a huge amount of time in the production of publications that use similar layouts. This final module provides the skills to create, save, edit, and use a template.

