

Microsoft Publisher – Sample Course Outline

Duration: One Day

Publisher is Microsoft 365's desktop publishing and layout app. This course is for you if you want to create layouts such as newsletters with text and objects.

What will be covered?

- ✓ Creating new publications using your business information
- ✓ Working with text
- ✓ Inserting and managing objects
- ✓ Customising layouts and designs
- ✓ Printing and sharing publications

Features covered

Getting Started with Publisher

- Creating a new publication
- Editing your business information
- Changing view options

Text

- Working with placeholders
- Using autofit and working with paragraphs
- Using bulleted and numbered lists
- Checking spelling and using autocorrect options
- Translating text

Drawn Objects

- Using the scratch area
- Drawing, customising and manipulating drawn objects

Pictures

- Inserting and swapping pictures
- Working with picture placeholders
- Changing the appearance of a picture
- Adding a picture background

Tables

- Inserting a table
- Changing the table format
- Working with table content
- Inserting and deleting columns and rows

Customising the Layout and Design

- Creating and applying master pages
- Saving design changes to a template
- Using building blocks
- Adding headers, footers and page numbers
- Using the design checker

Printing and Sharing

- Previewing and printing your publications
- Sending your publication with mail merge
- Setting commercial print options
- Saving a publication to a shareable format