

MICROSOFT PUBLISHER- INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Navigate the Publisher interface and work with templates and blank publications.
- Set up page layouts, margins, and guides for professional designs.
- Create, format, and manipulate text boxes, including adding pages and two-page spreads.
- Apply WordArt and special text effects to enhance publication design.
- Insert and format tables, adding and adjusting text, rows, and columns.
- Insert, resize, and arrange images, clip art, and shapes for effective layouts.
- Align and arrange objects precisely using the Snap command and layout tools.
- Prepare publications for printing, saving, and digital sharing.

COURSE OVERVIEW

Learn the essentials of Microsoft Publisher 2016 in this hands-on, instructor-led course. Gain practical experience creating and formatting publications, working with text, tables, images, and graphics, and preparing documents for print or digital sharing. The course emphasises skill-building with plenty of opportunities for delegates to apply what they learn directly on the computer. **Prerequisites:** Participants should be familiar with the Windows operating environment and basic computer skills. No prior experience with Microsoft Publisher is required.

TOPICS COVERED IN THIS COURSE

Getting Started with Publisher

Learn how to navigate the Publisher interface, use templates, zoom in and out, save, open, and close publications. Explore multi-page publications, use the Help feature, and prepare publications for printing.

Working from a Blank Page

Discover how to start a blank publication, set up layout and ruler guides, insert and manipulate objects, and use the Snap command for precise alignment.

Working with Text

Create and format text boxes, manipulate their position and size, add pages to your publication, and view two-page spreads for better layout planning.

Special Text Tools

Explore creative text options including WordArt, WordArt effects, and special text effects to make your publications visually appealing.

Working with Tables

Learn to insert tables, add and format text within table cells, and manage rows and columns for structured content presentation.

Page Layout and Design

Understand page setup, margins, and guides. Learn to arrange and align objects, images, and text for professional-looking publications.

Graphics and Images

Insert and format images, clip art, and shapes. Explore image positioning, resizing, and layering to enhance your publication design.

Printing and Sharing

Prepare your publication for printing, set print options, and explore sharing options including saving in different file formats or exporting for digital distribution.