

Microsoft Publisher Intermediate

Prerequisite

Course Description

Objectives

Class Length

Publisher Introduction

This course builds on the topics covered in *Publisher Introduction*. Students will learn how to create a publication from scratch, without using one of the built-in design templates. They will learn how to create, modify and format a table. Students will learn how to add a background to their publication and how to change the color and font schemes. The class will also explore the process of creating a postcard, brochure/flyer and a newsletter.

Create a Publication

- Determine Page Layout
- Create Text Blocks
- Import Text From Word
- Create Columns
- Link Text Blocks
- Insert New Pages
- Insert Personal Information
- Change the Personal Logo

Tables

- Create a Table
- Modify a Table
- Change the Column Width
- Format a Table

Format the Publication

- Apply a Background
- Apply a Color Scheme
- Apply a Font Scheme
- Apply a Publication Design

Create Publications

- Postcards
- Brochures/Flyers
- Newsletters

3.5 hours
Instructor-led, hands-on course