

Microsoft Publisher Introduction

Prerequisite

None

Course Description

This course is designed to teach the basic features of Microsoft Publisher. Students will learn how to create basic publications using the built-in design templates provided by Publisher. They will learn how to enter and spell check text. Students will also learn how to apply character and paragraph formats, as well as how to print the publications. In addition, they will learn how to insert both drawn objects and clipart graphics.

Objectives

Introduction to Publisher

- Start Publisher
- Screen Elements
- Add or Change Personal Information

Create a Basic Publication

- Create a Publication Using the Built-In Designs
- Change Text in the Built-In Placeholders
- Select Text
- Edit Text
- Spell Check a Publication
- Save a Publication

Character Formats

- Apply Fonts and Sizes
- Apply Bold, Italic, Underline, Color
- Use the Format Painter

Paragraph Formats

- Change Paragraph Alignment
- Create Line Spacing
- Apply Bullets and Numbering
- Set Tabs

Insert Objects

- Create Drawn Objects
- Delete an Object
- Apply Border and Patterns to Objects
- Move and Resize Objects
- Insert Clip Art
- Insert a Picture From a File

Printing

- Print Preview
- Print a Document

Class Length

3.5 hours
Instructor-led, hands-on course