

Course duration

- 1 day

Course Benefits

- Perform basic tasks in the Microsoft Publisher interface.
- Add content to a publication.
- Format text and paragraphs in a publication.
- Manage text in a publication.
- Work with graphics in a publication.
- Prepare a publication for printing and sharing.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Getting Started with Microsoft Publisher 2019
 1. Navigate the Interface
 2. Customize the Publisher Interface
 3. Create a Publication
2. Adding Content to a Publication
 1. Add Text to a Publication
 2. Add Pages and Picture Placeholders to a Publication
 3. Control the Display of Content in Text Boxes
 4. Apply Building Blocks to a Publication
3. Formatting Text and Paragraphs in a Publication
 1. Format Text
 2. Format Paragraphs
 3. Apply Schemes
4. Managing Text in a Publication
 1. Edit Text in a Publication

2. Work with Tables
3. Insert Symbols and Special Characters
5. Working with Graphics in a Publication
 1. Insert Graphics in a Publication
 2. Customize the Appearance of Pictures
6. Preparing a Publication for Sharing and Printing
 1. Check the Design of a Publication
 2. Save a Publication in Different Formats
 3. Print a Publication
 4. Share a Publication

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft Publisher class:

- Familiarity with using personal computers and a mouse and keyboard (basic typing skills are recommended).
- Comfort in the Windows environment and ability to use Windows to manage information on computers.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.