Microsoft Publisher 2016
Level 1

One Day Course

Course Description

You're starting Microsoft Office Publisher 2016, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Course Objective

You will create, format, revise, and distribute publications.

Pre-requisites

This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; manage files and folders; and select text. One of the following courses are recommended, or you should have equivalent knowledge of: Microsoft Windows 7 or Microsoft Windows 10.

Course Content

Module 1 - Laying out a New Publication

- Using a Template
- The Publisher Window
- Using the Zoom Tool
- Saving, Closing and Opening a Publication
- Publications with more than one page
- Using Help
- Printing

Module 2 - Working from a Blank Page

- Opening a Blank Publication
- Layout and Ruler Guides
- Working with Objects
- The Snap Command

Module 3 - Working with Text
- Working with Text
- Creating a Text Box
- Manipulating Text Boxes
- Formatting Text
- Adding Pages to your Publication
- Viewing a Two-Page Spread

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Module 4 - Special Text Tools

- Create WordArt
- The WordArt Effects
- Special Effects in WordArt
- Working with Tables
- Adding Text to Table Cells
- Table Rows and Columns

Microsoft Publisher 2016
Level 2

One Day Course

Course Description

Microsoft Publisher is a desktop publishing package, which enables you to produce publications that incorporate graphics and text.

Course Objective

To deliver more advanced features to the Publisher user.

Pre-requisites

Before taking this course, students are required to take the following or possess equivalent knowledge of: Microsoft Publisher 2016 Level 1

Course Content

Module 1 - Using Styles and Templates

- Working with Styles
- Creating a New Style from an Existing Format
- Creating a New Style from Scratch
- Applying Styles
- Modifying Styles and Updating the Publication
- Clearing formatting
- Designing Templates
- Creating a Template
- Using a Template
- Modifying a Template

Module 2 - Enhancing the Publication

- Working with Lists
- Adding Standard Bullets to Lists
- Customising Bullets
- Accessing Other Bullet Formats
- Creating a Numbered List
- Removing Bullets and Numbering
- Inserting a Symbol at the End of an Article
- Adding Lines As a Design Element
- Drawing a Plain Line or Arrow
- Modifying a Line or an Arrow
- Constraining a Line

Module 3 - Spacing Your Publication

- Refining Spacing
- Adjusting Tracking
- Adjusting Kerning
- Adjusting Vertical Spacing
- Nudging Objects
- Snapping Objects to Ruler Marks, Guides and Other Objects
- Placing Text
- Breaking Lines
- Modifying Hyphenation
- Inserting Nonbreaking Spaces and Hyphens

Module 4 - Creating Special Effects

- Manipulating Graphics
- Wrapping Text around a Graphic
- Creating a Custom Text Wrap
- Layering Graphics and Text
- Making an Object Transparent or Opaque
- Creating Watermarks
- Importing Objects
- Inserting Objects Created in Other Applications
- Modifying OLE Objects
- Updating a Link

Module 5 - Using Colour Effectively

- Adding Full Colour Effects
- Colouring Text
- Applying Tints and Shading to Text
- Colouring Objects
- Colour Schemes
- Applying Patterns or Gradients
- Applying Patterns or Gradients
- Creating Colour Bleeds
- Applying Shades of Grey
- Including Photographs
- Reproducing Photographs
- Inserting Scanned Images and Photos
- Using a Printing Service
- Understanding Colour Printing Processes
- Setting Up the Publication for Outside Printing
- Using Pack and Go