Microsoft Publisher – Fast Track

Duration: 1 Day

Course Description

Producing greeting cards, certificates, newsletters, and other printed publications using "building blocks" that can be dragged into your documents to create page elements such as calendars, newsletter sidebars, and borders. Utilize mail merge features to send publications to a list of customers. You can even export publications as HTML web pages or PDF documents.

Course Content

Adding Content to a Publication
- Add Text to a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Apply Building Blocks

Formatting Text in a Publication
- Format Text and Paragraphs
- Apply Paragraph Styles
- Apply Schemes

Editing Text in a Publication
- Edit Text in a Publication
- Present Content in Tables
- Insert Symbols and Special Characters

Adding and Formatting Graphics in a Publication
- Add Graphical Objects to a Publication
- Manipulate the Appearance of Pictures

Preparing a Publication for Sharing and Printing
- Save a Publication
- Run Design Checker
- Preview and Print a Publication
- Share a Publication