

Microsoft Publisher 2016 Introduction

Course Description

This course is designed to provide participants with the skills to create publications such as flyers, newsletters, brochures and labels.

Learning Outcomes

At the completion of Microsoft Publisher 2016 Introduction you should be able to:

- work with the basic features of Publisher
- create a new publication
- understand concepts essential to the use of Publisher
- understand how to work with text
- understand different techniques for working with text
- insert building blocks into a publication
- insert and modify shapes and pictures
- create, use and modify a table
- create publications based on different layout and design options
- use master pages effectively
- conduct and customise a mail merge
- create a catalogue merge
- save and share a publication in several different ways

Prerequisites

Microsoft Publisher 2016 Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the *Windows* operating system.

Course Duration

The Microsoft Publisher 2016 Introduction course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Getting Started with Publisher 2016

- Creating A New Blank Publication
- The Publisher 2016 Screen
- Using the Ribbon
- Accessing the Backstage View

Your First Publication

- Tips for Planning a Publication
- Understand Different Types of Publications
- Add or Edit Business Information
- Creating A Publication from A Template
- Using Save As
- Save A New Publication
- Inserting Text
- Formatting Text
- Use Undo and Redo
- Saving an Existing Publication
- Preview & Print A Publication

Working with a Publication

- The Open Dialog Box
- Open an Existing Publication
- Use The Pages Navigation Pane
- Work with Layouts
- Zoom And Pan
- Insert, move and delete Pages
- Naming Pages

Working with Text

- Create a Text Box
- Modify A Text Box
- Import Text
- Check Spelling
- Select Text
- Apply Colour To Text
- Create and Format WordArt
- Text Effects

Text Techniques

- Text Columns
- Link Text Boxes
- Draw Text Boxes Accurately
- Text Box Margins
- Wrap and Align Text
- Using Baseline Guides
- Paragraph Spacing

- Hyphenation
- Create Bulleted & Numbered Lists
- Create Text Styles
- Apply or Modify Text Style

Building Blocks

- Insert Page Parts
- Insert Calendars
- Insert Borders and Accents
- Insert Advertisements

Working with Shapes

- Draw and Insert Shapes
- Select, resize, move and align Shapes
- Group Shapes
- Draw Lines
- Delete Shapes

Working with Pictures

- Insert Pictures
- Use the Scratch Area
- Swap Pictures
- Picture Formatting and Effects
- Insert a Caption

Working with Tables

- Insert a Table
- Enter text into a table
- Adjust rows and columns
- Apply Table Styles
- Use Fills and Tints

Design and Layout

- Page Orientation
- Create Envelopes, Labels, & Folded Cards
- Create and edit Guides
- Use Colour and Font Schemes
- Working with Backgrounds

Master Pages

- Use A Master Page
- Insert Headers & Footers
- Insert Page Numbers
- Use A Two Page Master
- Use Multiple Master Pages

Mail Merge

- Create a data source
- Create a Mail Merge Publication
- Show Merge Results
- Sort a merge
- Filter data
- Merge printing

Catalogue Merge

- Create a Product List
- Insert Text Fields
- Format Text Fields
- Preview Merge

Save and Share

- Send a Publication as an Email
- Save a Publication for Photo Printing
- Save a Publication for another computer