



## Microsoft Publisher Course Outline

Duration: 2 DAYS

### DAY 1

#### Starting out

- 1.1: Starting Out
- 1.2: Working with Files
- 1.3: Interacting with Publisher
- 1.4: Getting Help in Publisher

#### Creating a Basic Publication

- 2.1: Creating a Publication from the Getting Started Window
- 2.2: Using the Format Publication Task Pane
- 2.3: Adding Text
- 2.4: Working with Pages

#### Doing More with Text

- 3.1: Editing Text
- 3.2: Editing Text with the Formatting Toolbar
- 3.3: Advanced Text Formatting
- 3.4: Changing how Paragraphs Look

#### Adding to your Publication

- 4.1: Adding Business Information
- 4.2: Editing Tools
- 4.3: Adding Graphics
- 4.4: Editing Graphics
- 4.5: Editing your Publication

#### Printing and Viewing your Publication

- 5.1: Managing Windows
- 5.2: Using Page Setup and Print Setup
- 5.3: Using Print Preview
- 5.4: Printing a Publication

#### Polishing your Publication

- 1.1: Adding Headers and Footers
- 1.2: Using Color Schemes
- 1.3: Using Font Schemes

#### Using Text Boxes

- 2.1: Working with Text Boxes
- 2.2: Editing Text Boxes
- 2.3: Doing More with Text Boxes
- 2.4: Linking Text Boxes

#### Arranging Objects

- 3.1: Using the Ruler to Set Guides
- 3.2: Modifying Guides
- 3.3: Using the Layout Guides Dialogue
- 3.4: Snapping, Aligning, and Distributing Objects

#### Completing your Publication

- 4.1: Saving your Files
- 4.2: Using Commercial Printing Tools
- 4.3: Preparing your Publication
- 4.4: Sending your Publication
- 4.5: Merging your Publication



## **DAY 2**

### **Making a Publication Consistent**

- 1.1: Creating Master Pages
- 1.2: Using Master Pages
- 1.3: Using Styles
- 1.4: Managing Styles

### **Enhancing your Publication**

- 2.1: Using Objects
- 2.2: Adding Tables
- 2.3: Editing Tables
- 2.4: Manually Formatting a Table

### **Adding Graphics**

- 3.1: Adding WordArt
- 3.2: Editing WordArt
- 3.3: Adding AutoShapes
- 3.4: Editing AutoShapes
- 3.5: Working with AutoShapes

### **Inside Publisher**

- 4.1: Setting Publisher Options
- 4.2: Setting Language Options
- 4.3: Customizing Publisher

### **Macros**

- 1.1: Macros
- 1.2: Other Macro Tasks
- 1.3: The Visual Basic Editor

### **Publisher and Other Applications**

- 2.1: Publisher and Word
- 2.2: Publisher and Windows

### **Publisher and the Web**

- 3.1: Getting Started
- 3.2: Setting Navigation Options
- 3.3: Personalizing your Page
- 3.4: Linking Pages

### **Advanced Web Features**

- 4.1: Adding Web Features
- 4.2: Advanced Features
- 4.3: Managing Pages
- 4.4: Completing your Site