Microsoft Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Create, personalize, and share a wide range of professional-quality publications. Make your publications look more professional and have more visual impact so that you can sell your message more powerfully and communicate information more effectively. Use this powerful software to create professional-looking brochures, flyers, advisements, business cards, booklets, and many more. See how much more quickly you can create the most complex publications using the hundreds of available templates to cut development time down to a fraction.

CUSTOMIZING THE INTERFACE

- Collapsing and Expanding the Ribbon
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs

CREATING A PUBLICATION

- Creating a Text Box, Typing and Deleting Text
- Selecting Text, Using Undo and Redo
- Using Cut, Copy, and Paste, and Drag and Drop

WORKING WITH PAGES

- Navigating Through Pages
- Inserting, Deleting and Renaming Pages
- Page Background, Color and Font Scheme

FORMATTING TEXT

- Changing the Font Face, Size, and Color
- Applying Text Effects, Change Character Spacing
- Working with the Font Dialog 53
- Format Painter and Clearing Formatting

WORKING WITH OBJECTS 63

- Select, Resize, Move, and Rotate an Object
- Deleting an Object
- Contextual Tabs and the Mini Toolbar

PUBLICATION ILLUSTRATON

- Inserting Local and Online Images
- Inserting a Picture Placeholder
- Inserting Shapes, WordArt, and Tables

INSERTING BUILDING BLOCKS

- Inserting Page Parts, Calendars, Advertisements.
- Inserting Borders and Accents

USING BUSINESS INFORMATION

- Setting up and Managing Business Information
- Inserting Business Information Fields
- Adding Building Blocks to the Business Info

FINISHING TOUCHES

- Checking Spelling
- Insert Page Numbers and Headers and Footers
- Running the Design Checker

MASTER PAGES

- Creating and Editing a Master Pages
- Sending Objects to the Master Page
- Applying and Removing a Master Page

PRINTING AND SHARING YOUR PUBLICATION

- Saving a Publication as PDF or XPS
- Printing and E-mailing a Publication
- Saving and Collaborating on the Cloud

WORKING WITH MULTIPLE OBJECTS

- Selecting and Grouping Multiple Objects
- Aligning and Arranging Objects to Each Other

INSERTING TEXT AND LINKS

- Inserting Symbols, Date and Time
- Inserting Files, Objects, Hyperlinks & Bookmarks

LINKING TEXT BOXES

- Linking / Navigating Through Linked Text Boxes
- Edit and Remove Links

WORKING WITH STYLES

- Creating, Modifying and Deleting Styles
- Importing Styles

USING TYPOGRAPHY TOOLS

- Inserting Drop Caps
- Choosing a Number, Ligature Style
- Choosing a Stylistic Set, Managing Swashes
- Choosing Stylistic Alternates

WORKING WITH IMAGES

- Using an Image as a Page Background
- Cropping, Correcting, and Recoloring Images

USING THE GRAPHICS MANAGER

- Setting Display and Sort Options
- Embedding Images and Saving Linked Images
- Replacing Images and Viewing Image Properties

USING THE MAIL MERGE WIZARD

- Selecting Recipients, and Previewing Results
- Creating the Publication
- Completing an E-Mail Merge

CREATING A CATALOG

- Inserting Catalog Pages
- Choosing a Data Source
- Creating a Data Source from Scratch
- Choosing a Layout

WORKING WITH TEMPLATES

- Creating and Saving a Template
- Using a Template
- Editing a Template