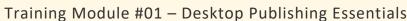


# MICROSOFT - PUBLISHER

WEBINAR+VIDEO+ONSITE VERSIONS: 365 2019 2016





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