Microsoft® Office Publisher 2016 [Beta Courseware]

Course Specifications

Course Number: ELK91–073_rev0.95
Course Length: 1 day

Course Description

Overview: Microsoft® Office Publisher 2016 is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

Course Objective: In this course, you will create, format, edit, and share publications.

You will:

- Perform basic tasks in the Microsoft Publisher interface.
- Add content to a publication.
- Format text and paragraphs in a publication.
- Manage text in a publication.
- Work with graphics in a publication.
- Prepare a publication for printing and sharing.

Target Student: This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Office Publisher 2016 to create, lay out, edit, and share publications.

Prerequisites: To ensure your success in this course, you should have experience with basic Microsoft® Windows® 10 tasks and be comfortable in the Windows 10 environment.

You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses:

- Microsoft® Windows® 10: Transition from Windows® 7
- Using Microsoft® Windows® 10

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1,024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- For this course, you will need the following software:
- Microsoft® Office Professional Edition 2016
- Microsoft® Windows® 10
- Adobe® Reader® XI (11.0 or above)

Course Content

Lesson 1: Getting Started with Microsoft Publisher 2016

      Topic A: Navigate the Interface
      Topic B: Customize the Publisher Interface
      Topic C: Create a Publication

Lesson 2: Adding Content to a Publication

      Topic A: Add Text to a Publication
      Topic B: Add Pages and Picture Placeholders to a Publication
      Topic C: Control the Display of Content in Text Boxes
      Topic D: Apply Building Blocks to a Publication

Lesson 3: Formatting Text and Paragraphs in a Publication

      Topic A: Format Text
      Topic B: Format Paragraphs
      Topic C: Apply Schemes

Lesson 4: Managing Text in a Publication

      Topic A: Edit Text in a Publication
      Topic B: Work with Tables
      Topic C: Insert Symbols and Special Characters

Lesson 5: Working with Graphics in a Publication

        Topic A: Insert Graphics in a Publication

        Topic B: Customize the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

        Topic A: Check the Design of a Publication

        Topic B: Save a Publication in Different Formats

        Topic C: Print a Publication

        Topic D: Share a Publication

Appendix A: Automating Communication Using Mail Merge

Appendix B: New Features in Publisher 2016