



## Microsoft Publisher 2016



# Topics Covered:

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## **Getting Started With Publisher**

Understanding Publisher 2016  
Starting Publisher in Windows 10  
Understanding the Start Screen  
Creating a New Blank Publication  
The Publisher 2016 Screen  
How Publisher 2016 Works  
Using the Ribbon  
Showing and Collapsing the Ribbon  
Understanding the Backstage View  
Accessing the Backstage View  
Understanding the Status Bar  
Exiting Safely From Publisher

## **Your First Publication**

Tips for Planning a Publication  
Understanding Different Types of Publications  
Adding and Editing Business Information  
Creating a Publication From a Template  
The Save As Place  
The Save As Dialog Box  
Saving a New Publication on Your Computer  
Inserting Text  
Formatting Text  
Using Undo and Redo  
Saving an Existing Publication  
Previewing a Publication  
Printing a Publication  
Safely Closing a Publication

## **Working With a Publication**

The Open Place  
The Open Dialog Box  
Opening an Existing Publication  
Using the Pages Navigation Pane  
Working With Layouts  
Zooming and Panning  
Inserting Pages  
Naming Pages  
Moving Pages  
Deleting Pages  
Working With Text  
Creating a Text Box  
Modifying a Text Box  
Importing Text  
Checking Spelling

Selecting Text  
Applying Colour to Text  
Creating WordArt  
Formatting WordArt  
Text Effects

## **Text Techniques**

Text Columns  
Linking Text Boxes  
Drawing Text Boxes Accurately  
Text Box Margins  
Wrapping Text  
Aligning Text  
Using Baseline Guides  
Paragraph Spacing  
Hyphenation  
Creating Bulleted Lists  
Creating Numbered Lists  
Creating Text Styles  
Applying a Text Style  
Modifying a Text Style

## **Building Blocks**

Inserting Page Parts  
Inserting Calendars  
Inserting Borders and Accents  
Inserting Advertisements

## **Working With Shapes**

Drawing and Inserting Shapes  
Selecting Shapes  
Resizing Shapes  
Moving Shapes  
Aligning Shapes  
Grouping Shapes  
Changing Fill  
Drawing Lines  
Deleting Shapes

## **Working With Pictures**

Inserting Pictures  
Inserting Online Pictures  
Using the Scratch Area  
Swapping Pictures  
Picture Formatting and Effects  
Cropping Pictures  
Inserting a Caption

## **Working With Tables**

Inserting Tables  
Entering Text in a Table  
Adjusting Rows and Columns  
Applying Table Styles  
Using Fills and Tints

Using Sample Fill Colour

## **Design and Layout**

Page Orientation  
Understanding Page Sizes  
Creating Envelopes  
Creating Labels  
Creating Folded Cards  
Changing Margin Guides  
Creating Grid Guides  
Creating Ruler Guides  
Using Guides  
Using Colour Schemes  
Using Font Schemes  
Creating a Fill Background  
Creating an Image Background

## **Master Pages**

Understanding Master Pages  
Using a Master Page  
Inserting Headers  
Inserting Footers  
Inserting Page Numbers  
Using a Two Page Master  
Creating Additional Master Pages  
Using Multiple Master Pages

## **Mail Merge**

Creating a Data Source  
Creating a Mail Merge Publication  
Showing Merge Results  
Sorting a Merge  
Filtering Data  
Merge Printing  
Clearing a Filter

## **Catalogue Merge**

Understanding the Merge Area  
Creating a Product List  
Selecting a Merge Area Layout  
Inserting Text Fields  
Formatting Text Fields  
Inserting Picture Fields  
Previewing and Modifying a Catalogue Merge  
Merging to a New Publication

## **Saving and Sharing**

Sending a Publication as an Email  
Changing the File Type  
Saving for Photo Printing  
Saving for a Commercial Printer  
Saving for Another Computer



# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

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Last Updated: Nov 2016  
MSPB16

## Duration:

2 Full Days

## Who should attend:

The skills and knowledge acquired in this workshop are sufficient to be able to create publications such as flyers, newsletters and labels.

## Course Pre-requisites:

This workshop 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 environment.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office suite. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel

Microsoft Publisher

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