



Microsoft Publisher 2016

Course Details

Course Code: INF1635

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in Microsoft Publisher 2016 are sufficient to be able to create publications such as flyers, newsletters and labels.

At Course Completion

After completing this course, students will be able to:

- work with the basic features of Publisher
- create a new publication
- understand concepts essential to the use of Publisher
- understand how to work with text
- understand different techniques for working with text
- insert building blocks into a publication
- insert and modify shapes
- insert and modify pictures
- create, use and modify a table
- create publications based on different layout and design options
- use master pages effectively
- conduct and customise a mail merge
- create a catalogue merge
- save and share a publication in several different ways
- find the information you need in Help

Prerequisites

Microsoft Publisher 2016 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.

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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
- Saving for a Commercial Printer
- Saving for Another Computer

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

Getting Help

- Understanding How Help Works
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help

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