

Publisher 2019 Level 1. Versions 2013, 2016, 2019, Office 365, & Online are available.

Description

Publisher 2016 Level 1 – Introduction

Publisher 2019 Level 1. Versions 2013, 2016, 2019, Office 365, & Online are also available. Microsoft's Publisher 2016 enables you to create professional-quality publications that help you succeed!

Course Outline

Lesson 1 – Publisher Basics

- Understanding Publisher
- Starting Publisher
- Creating a New Publication
- the Publisher Environment
- Saving & Closing a New Publication
- Opening an Existing Publication
- Hiding the Ribbon
- Setting Publisher Options
- Using Help
- Working with Business Information Sets

Lesson 2 – Working with Pages

- Navigating Pages
- Changing Page Zoom
- Adding Margin Guides
- How to Add Grid Guides
- Adding Ruler Guides
- Snapping Objects to Guides & Grids
- Adding and Deleting Pages
- Modifying Page Setup
- Inserting & Modifying Page Numbers
- Previewing a Publication
- Printing a Publication

Lesson 3 – Working with Text Frames

- Creating a Text Frame

- Entering Text into a Frame
- Moving and Resizing Frames
- Formatting a Frame
- Adding Borders to a Frame
- Adding -D and Shadow Effects
- Importing Text into a Frame
- Connecting Frames
- Adding Continuation Notices

Lesson 4 – Editing & Formatting Text

- Selecting Text
- Rearranging Text
- Changing the Font & Font Size
- Changing Text Color
- Using the Font Dialog Box
- How to Use the Mini Toolbar
- Using Undo and Redo
- Using Format Painter
- Finding and Replacing Text
- Checking Spelling
- Adding a Drop Cap

Lesson 5 – Working with Paragraphs

- Aligning Text in Paragraphs
- Adjusting Line Spacing
- Adjusting Spacing Between Paragraphs
- Indenting Paragraphs
- Setting Tab Stops with the Ruler
- Changing Tab Stops
- Setting Tabs from the Paragraph Dialog Box
- Creating a Hanging Indent
- How to Create Bulleted List
- Creating a Numbered List

Lesson 6 – Working with Images & Objects

- Inserting an Image
- Resizing Images
- Cropping Images
- Adding a Border Around an Image
- Adjusting Brightness & Contrast
- Applying Picture Quick Styles to Images
- Wrapping Text Around Images
- Inserting Online Images

- Adding Shapes
- Inserting and Modifying WordArt
- Grouping Objects
- Layering Objects
- Rotating Objects
- Aligning Objects
- Using Building Blocks

Lesson 7 – Working with Tables

- Creating a Table
- Formatting a Table
- Entering Text into a Table
- Inserting Rows and Columns
- Formatting Rows and Columns
- Deleting Rows and Columns
- Adjusting Column Width & Row Height
- Merging and Splitting Cells
- Modifying Table Borders
- Changing Text Orientation and Alignment

Do not hesitate to [Contact Us](#) or Live Chat if you have questions or concerns about Publisher 2019 Level 1.
PRODUCT TYPE

- simple

PRODUCT CAT

- Microsoft 365 & Office Skills and Training
- Publisher

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