Microsoft® Office Publisher® 2016

Training Course Content

Course Objective: Students will create and add content to a publication. You will also learn to format and manage text or paragraphs, edit, work with graphics, and prepare the file for printing and sharing using Publisher 2016.

Prerequisites: To ensure your success, we recommend that you have a good understanding of how to use the 2016 edition of the Microsoft Office productivity suite. Specific tasks that the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

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