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M J H COMPUTER TRAINING

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Microsoft® Office Publisher 2013 Level 1

Course Number: 091113

Course Length: 1 day

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 Publisher 2103 to create, lay out, edit, and share publications.

Course Content

Lesson 1: Getting Started with Microsoft Publisher 2013

Topic A: Explore 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: Organize Text Boxes and Picture Placeholders in a Layout

Topic C: Control the Display of Content in Text Boxes

Topic D: Apply Building Blocks

Lesson 3: Formatting Text in a Publication

Topic A: Format Text and Paragraphs

Topic B: Apply Paragraph Styles

Topic C: Apply Schemes

Lesson 4: Editing Text in a Publication

Topic A: Edit Text in a Publication

Topic B: Present Content in Tables

Topic C: Insert Symbols and Special Characters

Lesson 5: Adding and Formatting Graphics in a Publication

Topic A: Add Graphical Objects to a Publication

Topic B: Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

Topic A: Save a Publication

Topic B: Run Design Checker

Topic C: Preview and Print a Publication

Topic D: Share a Publication