



Microsoft® Office Publisher® 2013

Training Course Content

Course Objective: You will create, format, edit, and distribute publications.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Lesson 1: Getting Started with Microsoft Publisher 2013

Topic 1A: Explore the Interface
Topic 1B: Customize the Publisher Interface
Topic 1C: Create a Publication

Lesson 2: Adding Content to a Publication

Topic 2A: Add Text to a Publication
Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout
Topic 2C: Control the Display of Content in Text Boxes
Topic 2D: Control the Display of Content in Text Boxes
Topic 2E: Apply Building Blocks

Lesson 3: Formatting Text in a Publication

Topic 3A: Format Text and Paragraphs
Topic 3B: Apply Paragraph Styles
Topic 3C: Apply Schemes

Lesson 4: Editing Content in a Publication

Topic 4A: Edit Text in a Publication
Topic 4B: Present Content in Tables
Topic 4C: Insert Symbols and Special Characters

Lesson 5: Adding and Formatting Graphics in a Publication

Topic 5A: Add Graphical Objects to a Publication
Topic 5B: Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

Topic 6A: Save a Publication
Topic 6B: Run Design Checker
Topic 6C: Preview and Print a Publication
Topic 6D: Share a Publication