Microsoft Publisher 2013

General Description

Produce publications incorporating text, shapes and tables using a variety of layout and design options.

Learning Outcomes

• Operate the Start screen, create a new blank publication and use the Ribbon

• Record business information, create a new publication from a template and manage publication files

• Use the Page Navigation pane, work with different layouts and zoom publications

• Create and modify text boxes, import text, create WordArt and apply text effects

• Manage text columns, link text boxes, wrap text, align text, use baseline guides and create text styles

• Insert building block content including page parts, calendars, borders and advertisements

• Draw and insert shapes, select shapes, modify shapes, group shapes, change fill options and draw lines

• Add pictures, use the scratch area, swap pictures, apply picture formatting and crop pictures

• Insert tables, adjust rows and columns, apply table styles and use sample fill colour

• Change page orientation, create grid guides, use colour schemes and create an image background

• Use a master page, insert headers and footers, use a two page master and create master pages

• Create a data source, produce a mail merge publication, show merge results and filter data

• Develop a product list, select a merge area layout, insert picture fields and perform a catalogue merge

• Send a publication via email, change the file type and save for photo or commercial printing

• Access and navigate the Help window, use the Office website and print help topics

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting Started With Publisher 2013
Your First Publication
Working with a Publication
Working with Text
Text Techniques
Building Blocks
Working with Shapes
Working with Pictures
Working with Tables
Design and Layout
Master Pages
Mail Merge
Catalogue Merge
Saving and Sharing
Getting Help