

Microsoft Publisher

GoSkills online course syllabus

Thursday, May 1, 2025

Skill level

Beginner - Intermediate

Lessons

38

Accredited by

CPD

Pre-requisites

None

Versions supported

2016, 2019, 365

Video duration

2h 36m

Estimated study time

19h for all materials

Instructor

Andy Lanning

Introduction

1

Publisher Screen Overview

Understanding the screen layout is paramount to mastering this program. This lesson gives a concise tour of the scratch area, rulers, ribbons, and status bar tools.

2

File Ribbon - Info

Business Information contains your professional contact info and the Design Checker runs through the technical layout of your publication.

3

File Ribbon - New

Instead of starting from scratch, discover the pre-made templates that are available and easily customized.

4

File Ribbon - Other Features

Be aware of the options under the File ribbon and design with your end product in mind.

5

Quick Access Toolbar

Prepare your work area by setting up the tools you'll need most often.

Working with Pictures

6

Identify Parts of Pre Made Template

Review the parts and structure of a pre-made template and save frustration later when you build your own.

7

Manage Picture Tools

Picture tools help you manage and control your pictures.

- 8 Pictures - Crop
Cropping tools let you cut away parts of a picture.
- 9 Pictures - Placeholders
Frame the spot for a picture still to come.
- 10 Pictures - Size, Layers, Group
Size pictures precisely to your own measurements, layer the pictures and control the overlap, and group pictures so they move as one object.
- 11 Pictures - Align
Align pictures precisely on the page.
- 12 Pictures - Adjust, Swap
Adjust picture brightness, color, reset to original, or compress picture file size. Plus swap picture locations with a click of a button.
- 13 Pictures - Styles, Frames, Captions
Change the picture style, shape and frame (border), also add captions.
- 14 Pictures - Find online, Copyright-free
Creative Commons License is a copyright-free picture license.

Working with Text

- 15 Text box - Word Art
Insert decorative text into your publication.
- 16 Text box - Overflow Text
How to handle too much text and control the overflow to another text box.
- 17 Text box - Formatting Tools
Review toolbar and connect text boxes and word overflow.
- 18 Text box - Business Information
Edit your business information so that all publications are uniform with no typos or variations.
- 19 Text box - Building Blocks
Building blocks are pre-designed text boxes that save you time from creating from scratch.

Page Design

20 **Page Design - Header Footer**
Master Page Content that appears in the background of every page, like logos or page numbers.

21 **Page Design Ribbon - a**
Work with template design, page setup tools, and layout guides.

22 **Page Design Ribbon - b**
Work with page tools, color schemes and fonts, and page backgrounds.

Working with Shapes

23 **Shapes**
Shapes add interest to a publication by adding text and color.

24 **Shapes with Pictures**
Two methods to add a picture inside of a shape.

25 **Shapes - Control Placement**
Use the Publisher layout guides and rulers to control the placement of your shapes.

26 **Shapes - Arrange**
Group, rotate and wrap text to shapes.

27 **Shapes - Edit Wrap Points**
Edit exactly how text wraps “through” your shape or picture.

Ribbon

28 **Ribbon - Review**
Interesting script is vital to a professional publication. Use the review ribbon tools to find words, spell check, or translate.

29 **Ribbon - View**
The View ribbon helps you manage your publication as it is developed and allows you to work with multiple Publisher files efficiently.

30 Ribbon - Home
Regardless of where your text is placed, formatting tools are in one location.

31 Ribbon - File, Save-Print-Export
The File ribbon is where you make the final production decision to your publication.

Creative Ideas

32 Creative Ideas - Mail Merge
Learn how to use the mail merge feature to personalize every single publication to the individual recipient.

33 Creative Ideas - Catalog
Create a manual of products with corresponding pictures.

34 Creative Ideas - QR Codes in Catalogs
Learn how to use Quick Response (QR) Codes, which are device-scanable images that will deliver information or send the user to a product webpage.

35 Creative Ideas - Tables
Understand how to use tables which are a grid layout for columns of text, like room locations or employee contact information.

36 Creative Ideas - Create Picture Files
Create a picture from a Publisher file in order to send a full-color marketing flyer via email.

37 Creative Ideas - Keyboard Shortcuts
Learn these shortcut tips that will expedite your design time.

38 Creative Ideas - Color Codes
Learn the differences between RGB colors and the advanced CMYK or PANTONE color formats which are required by some commercial printers.

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