

Microsoft Publisher

GoSkills online course syllabus

Skill level

Beginner

Lessons

38

Accredited by

CPD

Pre-requisites

No prior experience needed

Versions supported

2016, 2019, 365

Video duration

2h 36m

Estimated study time

19h

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.