# GO go skills Microsoft Publisher

GoSkills online course syllabus Sunday, August 17, 2025

**Skill level** Beginner - Intermediate

**Pre-requisites** None

**Estimated study time** 19h for all materials Versions supported 2016, 2019, 365

Lessons

38

Instructor Andy Lanning Accredited by

Video duration 2h 36m

# Introduction

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### 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.



#### File Ribbon - Info

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



#### File Ribbon - New

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



#### File Ribbon - Other Features

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



#### Quick Access Toolbar

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

## Working with Pictures



#### 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.



#### Manage Picture Tools

Picture tools help you manage and control your pictures.

Pictures - Crop Cropping tools let you cut away parts of a picture.

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### Pictures - Placeholders

Frame the spot for a picture still to come.

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.

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.

**3Pictures - Styles, Frames, Captions**<br/>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

**Text box - Word Art** Insert decorative text into your publication.

6 Text box - Overflow Text How to handle too much text and control the overflow to another text box.

**Text box - Formatting Tools** Review toolbar and connect text boxes and word overflow.

8 Text box - Business Information Edit your business information so that all publications are uniform with no typos or variations.

9 Text box - Building Blocks Building blocks are pre-designed text boxes that save you time from creating from scratch.

## Page Design



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

3 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.

6 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

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#### Ribbon - Review

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

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### Ribbon - View

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

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



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