MICROSOFT PUBLISHER 2013 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

This Microsoft Publisher 2013 Advanced Training Course helps you to master Publisher 2013 so that you can use this powerful publishing software's enhanced features to create professional-quality documents that require more than the capabilities of a word processing software to create.

After completing this course, you will have learned to: wrap text around a picture, import text from a file and perform other advanced content options, work with Word Art Styles and Typography, work with Shape Measurements and Shape Effects, crop, reset and insert pictures into a shape, use the Graphics Manager Task Pane and Building Blocks Library and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT PUBLISHER 2013 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

During Publisher 2013 Advanced Training Course, participants develop advanced skills in Publisher 2013 to help them work with publications, including print, e-mail and web-based versions. It includes using advanced text options and typography, using layers, groups and other graphics tools, merging data sources to create email, performing mail merges and labels, using templates, and performing advanced picture tasks.

After participating in this short and engaging training course, participants develop extensive skills in using Publisher 2013. The course provides knowledge and skill development to help you understand the use of each feature of the software.

OUTCOMES

After completing this course, participants will have learned to:
- Import text from files
- Embed an object
- Create a catalog
- Work with building blocks
- Create WordArt using WordArt tools
- Wrap text around a picture
- Add text to a shape
- Work with typography
- Insert pictures into shapes
- Make a picture transparent
- Use format picture dialog box
- Edit a curve
- Add shape effects
- Work with shape measurements
- Work with graphics and objects expertly
- Change page layout using various tools
- Use master pages
- Work with merges
- Work with publication information

MODULES

Lesson 1: Getting Started
- Icebreaker

Lesson 2: Advanced Content Options
- Importing Text from a File

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Action Plan

- Embedding an Object
- Creating Word Art
- Working with Building Blocks
- Lesson Two: Review Questions

Lesson 3: Working with Text
- Wrapping Text Around a Picture
- Adding Text to a Shape
- Working with Word Art Styles
- Working with Typography
- Lesson Three: Review Questions

Lesson 4: Working with Picture
- Finding the Picture Resolution
- Cropping Pictures
- Inserting Pictures into a Shape
- Making a Picture Transparent
- Using the Format Picture Dialog Box
- Resetting a Picture
- Lesson Four: Review Questions

Lesson 5: Working with Shapes
- Changing a Shape
- Editing a Shape
- Adding Shape Effects
- Working with Shape Measurements
- Using the Format Shape Dialog Box
- Lesson Five: Review Questions

Lesson 6: Working with Graphics and Objects
- Layering Objects
- Grouping Objects
- Rotating and Flipping Objects
- Snapping Objects to Other Objects on the Page
- Using the Graphics Manager Task Pane
- Using the Building Blocks Library
- Lesson Six: Review Questions

Lesson 7: Working with Page Layout
- Changing the Template
- Using the Page Setup Dialog Box
- Using a Built-in Ruler Guide
- Adding a Ruler Guide
- Using Grid and Baseline Guides
- Lesson Seven: Review Questions

Lesson 8: Using Master Pages
- Creating a Master Page
- Applying a Master Page
- Editing a Master Page
- Managing Master Pages
- Closing the Master Page View
- Lesson Eight: Review Questions

Lesson 9: Working with Merges
- Creating a Data Source for a Merge
- Using the Email or Mail Merge Wizard
- Working with Recipients
- Creating Labels with Postal Code Bars
- Tracking Effectiveness
- Lesson Nine: Review Questions

Lesson 10: Creating a Catalog
- Inserting Catalog Pages
- Creating a Product list
- Choosing a Catalog Layout
- Finishing Your Catalog Merge
- Lesson Ten: Review Questions

Lesson 11: Working with Publication Information
- Using the Design Checker
- Managing Embedded Fonts
- Setting Publisher Options
- Customizing the Ribbon or the Quick Access Toolbar

Lesson 12: Wrapping Up
- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

- Reducing Publication File Size by Compressing Pictures
- Lesson Eleven: Review Questions

WEB LINKS

- ➤ View this course online
- ➤ In-house Training Instant Quote