

## MICROSOFT PUBLISHER 2013 ESSENTIALS TRAINING

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Microsoft  
Publisher 2013  
Essentials



**COURSE LENGTH: 1.0 DAYS**

Publisher 2013 Essentials Training Course provides you with the knowledge and skills to perform many of the basic functions of Publisher 2013, and use it to create professional, quality business or marketing documents.

This training course covers the following topics: Understanding the Ribbon, the Status Bar and the rest of Publisher 2013's interface, creating presentations from scratch or from templates, basic pictures and text editing, adding pictures, text, hyperlinks and other features to your document, formatting fonts and paragraphs 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.

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## MICROSOFT PUBLISHER 2013 ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

During this course, participants receive training in creating new publications both from templates and from a blank file, using Publisher tools on the interface, working with pictures, performing text editing and formatting, working with pages and objects, reviewing documents before publication, and more.

After completing this training course, participants will be able to use Publisher 2013 effortlessly to create professional documents that spell quality.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- Open and close Publisher 2013
  - Open recent files and folders
  - Create a new presentation from scratch
  - Create presentations from templates
  - Understand the interface
  - Edit their business information
  - Use the pages pane
  - Save files
  - Add pictures, text, hyperlinks, page parts, business information
  - Swap pictures
  - Resize, move and delete pictures
  - Perform basic editing tasks
  - Format fonts
  - Format paragraphs
  - Work with objects
  - Work with pages
  - Check spelling
  - Preview their publication
  - Save documents for photo printing or commercial printers
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### MODULES

#### Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Lesson 2: Opening Publisher

- Opening Publisher
- Opening Recent and Other Files
- Creating a New Publication Using a Template

- Action Plan

- Creating a New Blank Publication
- Lesson Two: Review Questions

### Lesson 3: Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Editing Your Business Information
- Saving Files
- Using the Pages Pane
- Closing Files vs. Closing Publisher
- Lesson Three: Review Questions

### Lesson 4: Your First Publication

- Adding Pictures
- Adding Text
- Adding Hyperlinks
- Adding Page Parts
- Adding Business Information
- Adding a New Page
- Lesson Four: Review Questions

### Lesson 5: Working with Pictures

- Adding More Than One Picture at a Time
- Inserting a Picture Placeholder
- Swapping Pictures
- An Introduction to the Picture Tools Tab
- Adding a Picture Caption
- Resizing, Moving, and Deleting a Picture
- Lesson Five: Review Questions

### Lesson 6: Basic Editing Tasks

- Selecting, Editing, and Deleting Text
- Using Cut, Copy, and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text
- Lesson Six: Review Questions

### Lesson 7: Formatting Fonts

- Changing Font Face and Size
- Changing Font Color
- Adding Font Enhancements
- Using the Font Dialog
- Clearing Formatting
- Lesson Seven: Review Questions

### Lesson 8: Formatting Paragraphs

- Changing Line Spacing and Paragraph Spacing
- Setting the Alignment
- Indenting Text
- Adding Bullets and Numbering
- Using the Paragraph Dialog
- Applying Styles
- Lesson Eight: Review Questions

### Lesson 9: Working with Objects

- Drawing Shapes
- An Introduction to the Drawing Tools Tab
- Inserting Tables
- Linking Text Boxes
- Formatting Objects
- Aligning and Distributing Objects
- Lesson Nine: Review Questions

### Lesson 10: Working with Pages

- Using Color and Font Schemes
- Working with Page Backgrounds and Picture Backgrounds
- Changing the Page Setup
- Working with the Header & Footer Options
- Deleting, Moving, and Renaming Pages
- Lesson Ten: Review Questions

### Lesson 11: Publishing Your Work

- Proofing Your Publication
- Printing or Previewing Your Publication
- Sharing Your Publication

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

- Saving for Photo Printing or a Commercial Printer
  - Lesson Eleven: Review Questions
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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)