



## **Publisher 2016 Training Syllabus**

MS Publisher Basics (Screen, Menu)  
Shortcut Menus, Toolbars & ToolTips  
Using Help  
Creating a New Publication  
Changing Views & Viewing Options  
Saving, & Opening Files  
Spell Checker, AutoCorrect  
Changing Publication Options  
Inserting/Deleting Pages  
Page Numbering  
Headers and Footers  
Adding Sections  
Working with Layout and Ruler Guides  
Printing Your Publication  
Basic Editing, Deleting, Undeleting, Redoing  
Formatting Text (Fonts, Point Size, Color)  
Adjusting Margins/Line Spacing/Alignment  
Identifying Text Overflow  
Text Autofit Options  
Indenting, Centering, Right-Aligning Text  
Using the Format Painter  
Adding Bullets and Numbering  
Using the Ruler  
The Measurement Toolbar  
Adding Drop Caps  
Using the Thesaurus  
Inserting Date & Time  
Symbols & Special Characters  
Copying, Moving & Using the Office Clipboard  
Working with Layers  
Adding Text, Graphic and Clipart Objects  
Working with Tables  
Adding WordArt, Pictures and Building Blocks  
Inserting Hyperlinks  
Creating Web Pages  
E-mailing Publications  
Editing the Master Page  
Using the Design Checker  
Preparing for Commercial Printing