



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