



Microsoft Office Publisher Basic Course Outline



Creating a Basic Publication

Examine the Publisher Environment
Creating Business Cards and Brochures from a
Publication Design
Replace Design Object Placeholders
Save a Publication
Create a Blank Publication
Display Ruler Guides
Add Text
Insert a Picture from a File

Modifying a Publication's Layout and Structure

Insert and Delete Pages Insert a Text File
Size Text Boxes and Picture Frames
Move Text Boxes and Picture Frames
Connect Text Boxes
Divide Text Boxes into Columns
Move a Page
Create and Use a Master Page

Editing Content in a Publication

Edit Text in a Publication
Research Information
Find and Replace Text
Check Spelling

Formatting a Publication

Format Text
Apply Schemes
Insert Symbols
Indent Paragraphs
Change Spacing Between Paragraphs
Control Paragraph Flow
Create Paragraph Styles
Format Text Boxes

Formatting Pictures in a Publication

Format Picture Frames
Crop a Picture
Wrap Text Around a Picture
Insert WordArt
Insert a Design Gallery Object

Preparing a Publication for Distribution

Check the Design of a Publication
Verify Pictures
Create a Newsletter to Email
Create a Web Page
Publish a Web Site
Preview and Print a Publication
Templates