

Microsoft Publisher 2019

Duration – 8 hours

Getting Started with Microsoft Publisher 2019

- Navigate the Interface
- Customize the Publisher Interface
- Create a Publication

Adding Content to a Publication

- Add Text to a Publication
- Add Pages and Picture Placeholders to a Publication
- Control the Display of Content in Text Boxes
- Apply Building Blocks to a Publication

Formatting Text and Paragraphs in a Publication

- Format Text
- Format Paragraphs
- Apply Schemes

Managing Text in a Publication

- Edit Text in a Publication
- Work with Tables
- Insert Symbols and Special Characters

Working with Graphics in a Publication

- Insert Graphics in a Publication
- Customize the Appearance of Pictures

Preparing a Publication for Sharing and Printing

- Check the Design of a Publication
- Save a Publication in Different Formats
- Print a Publication
- Share a Publication