

Microsoft Publisher 365

Module 1: Introduction, personalisation and setting page options

- Introduction
- Look and feel of publisher
- Personalising OAT
- Personalising the ribbon by creating new tabs and groups
- Setting up page options before starting

Module 2: Pages, business info and preferences

- Inserting pages
- Moving and deleting pages
- Editing and inserting business info
- Setting up preferences in the Options dialog box and using auto correct

Module 3: Text boxes, formatting, importing, columns and symbols

- Inserting text boxes and text
- Formatting text boxes
- Formatting text
- Further formatting text with WordArt Styles
- Importing text and creating columns
- Paragraph and column spacing
- Using hyphenations and inserting symbols

Module 4: Find and replace, lists and tab stops

- Using find and replace
- Finding words using a wild card
- Creating bulleted lists
- Setting up tab stops

Module 5: Tables and pictures

- Inserting a table
- Designing a table
- Inserting pictures and text wrapping
- Formatting a picture
- Cropping a picture
- Cropping pictures to shapes
- More picture effects and settings

Module 6: Shapes, borders, backgrounds and inserting word and excel

- **Inserting shapes and using sample fill colours and grouping objects**
- **Inserting and formatting shapes and its text**
- **Inserting word and excel**
- **Inserting and formatting callouts**
- **Applying page background**
- **Applying page borders**

Module 7: Master pages, spell check templates and mail merge

- **Creating master pages**
- **Running the spell checks**
- **Searching for templates and creating a mail merge with the wizard**
- **Creating a manual mail merge**

Module 8: Design checker, embedded fonts, printing, saving and exporting

- **Running the design checker**
- **Managing the embedded fonts**
- **Printing the publication**
- **Further saving and exporting options**

Module 9: Aligning, anchor points, building blocks, captions and hyperlinks.

- **Aligning objects**
- **Using anchor points and creating new shapes**
- **Creating building blocks**
- **Adding captions and alternative text to images**
- **Inserting hyperlinks**