KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Publisher 2019

Learn to create, format and share publications in Microsoft Publisher 2019, from text and graphics to printing.

8 Hours	6	19
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course covers navigating and customising the Microsoft Publisher 2019 interface and creating a publication. It addresses adding text, pages, picture placeholders and building blocks to a publication, then formatting text and paragraphs and applying schemes. It continues with managing text through editing, tables and symbols, and working with graphics by inserting and customising pictures. The course concludes with checking a publication's design, saving it in different formats, printing it and sharing it.

WHO THIS COURSE IS FOR

- **Publication Designers**
- **Administrative Assistants**
- **Marketing Coordinators**
- **Office Support Staff**
- **Desktop Publishers**

LEARNING OBJECTIVES

- Navigate and customise the Publisher interface
- Create a new publication
- Add text, pages and picture placeholders to a publication
- Apply building blocks to a publication
- Format text and paragraphs and apply schemes
- Edit text and work with tables and special characters
- Insert and customise graphics in a publication
- Check, save, print and share a publication

COURSE SYLLABUS

6 Modules, 19 Topics

01

Getting Started with Microsoft Publisher 2019

TOPICS

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

02

Adding Content to a Publication

TOPICS

- 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

03

Formatting Text and Paragraphs in a Publication

TOPICS

Format Text · Format Paragraphs · Apply Schemes

04

Managing Text in a Publication

TOPICS

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

05

Working with Graphics in a Publication

TOPICS

Insert Graphics in a Publication · Customize the Appearance of Pictures

06

Preparing a Publication for Sharing and Printing

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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