

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Publisher 365 for End Users

Learn to design, format and produce publications in Microsoft Publisher 365, from pages and text to mail merge and printing.

9

MODULES

46

TOPICS

COURSE OVERVIEW

This course covers personalising the Publisher interface and setting up page options, then managing pages and business information. It moves through working with text boxes, formatting, columns and symbols, followed by find and replace, lists and tab stops. Further modules cover tables, pictures, shapes, borders, backgrounds and inserting Word and Excel content, before addressing master pages, spell checking, templates and mail merge. The course closes with the design checker, embedded fonts, printing and exporting, and aligning objects, building blocks, captions and hyperlinks.

WHO THIS COURSE IS FOR

End Users

Publication Designers

Marketing Coordinators

Administrative Staff

Office Assistants

LEARNING OBJECTIVES

- Personalise the ribbon and OAT and set page options
- Insert and manage pages and business information
- Format text boxes, text and WordArt styles
- Apply find and replace, bulleted lists and tab stops
- Insert and format tables and pictures
- Insert shapes, callouts, page backgrounds and borders
- Create master pages and run a mail merge
- Run the design checker and manage printing and exporting

9 Modules, 46 Topics

01

Introduction, Personalisation and Setting Page Options

TOPICS

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

02

Pages, Business Info and Preferences

TOPICS

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

03

Text Boxes, Formatting, Importing, Columns and Symbols

TOPICS

- 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

04

Find and Replace, Lists and Tab Stops

TOPICS

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

05

Tables and Pictures

TOPICS

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

06

Shapes, Borders, Backgrounds and Inserting Word and Excel

TOPICS

- 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

07

Master Pages, Spell Check Templates and Mail Merge

TOPICS

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

08

Design Checker, Embedded Fonts, Printing, Saving and Exporting

TOPICS

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

09

Aligning, Anchor Points, Building Blocks, Captions and Hyperlinks

TOPICS

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

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

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