



Microsoft® Publisher 2013

Publisher is a great program for creating visually rich, professional-looking publications without investing lots of money and time in a complicated desktop publishing application. You can make simple things like greeting cards and labels, or more complex projects like yearbooks, catalogs, and professional email newsletters.

This course teaches the main features of Publisher 2013. Students will learn how to navigate the Publisher screen, create and edit publications, arrange text and pictures and create and format tables. They will also learn how to convert their publications to PDF and prepare publications for commercial printing.

Getting started

- Exploring the Publisher window
- Start with a template
- Understand guides
- Resize the page or paper
- Working with page margins
- Make a two-column publication
- Manage pages

Basic publications

- Creating a new publication
- Defining a color scheme
- Creating **text** in a publication
- Inserting text in a publication
- Text box linking
- Linking text boxes
- Breaking a text box link
- Adding continuation notices
- Change the space between columns
- Create two columns in a text box
- Inserting **pictures** into a publication
- Object positioning
- Aligning objects to guides
- Positioning objects precisely
- Aligning and distributing objects
- Group and ungroup text boxes, pictures, and other objects
- Add a border around a text box, picture, or page
- Make a picture a background
- Add a watermark to a photo or picture
- Create a watermark from a photo or picture
- Add a text watermark

Tables

- Table basics
- Creating a table
- Importing an Excel document
- Table structure
- Modifying table cells
- Merging table cells
- Table formatting
- Applying table formats
- Shading table cells
- Aligning text within table cells
- Formatting cell borders
- Inserting graphics into table cells
- Modifying an Excel spreadsheet

Finalizing publications

- Publication output
- Printing a publication
- Saving a publication as a PDF document
- Print preparation
- Checking spelling
- Checking a design for errors
- Preparing a publication for commercial printing

Multi-page publications

- Multi-page layouts
- Creating a facing-pages publication
- Inserting pages in a publication
- Moving objects between publications
- Master pages
- Editing the default master page
- Creating a new master page
- Applying master pages