



INFOCUS COURSEWARE

# Microsoft Publisher 2013



Product Code: INF1335

ISBN: 978-1-925121-61-2

## ❖ General Description

The skills and knowledge acquired in **Microsoft Publisher 2013** are sufficient to be able to create publications such as flyers, newsletters and labels.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of **Publisher**
- create a new publication
- understand concepts essential to the use of **Publisher**
- understand how to work with text
- understand different techniques for working with text
- insert building blocks into a publication
- insert and modify shapes
- insert and modify pictures
- create, use and modify a table
- create publications based on different layout and design options
- use master pages effectively
- conduct and customise a mail merge
- create a catalogue merge
- save and share a publication in several different ways
- find the information you need in **Help**

## ❖ Prerequisites

**Microsoft Publisher 2013** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

132 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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Product Information



## Contents

### Getting Started With Publisher 2013

- Understanding Publisher 2013
- Starting Publisher
- Understanding The Start Screen
- Creating A New Blank Publication
- The Publisher 2013 Screen
- How Publisher 2013 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Understanding The Status Bar
- Exiting Safely From Publisher

### Your First Publication

- Tips For Planning A Publication
- Understanding Different Types Of Publications
- Adding And Editing Business Information
- Creating A Publication From A Template
- The Save As Place
- The Save As Dialog Box
- Saving A New Publication On Your Computer
- Inserting Text
- Formatting Text
- Using Undo And Redo
- Saving An Existing Publication
- Previewing A Publication
- Printing A Publication
- Safely Closing A Publication

### Working With a Publication

- The Open Place
- The Open Dialog Box
- Opening An Existing Publication
- Using The Pages Navigation Pane
- Working With Layouts
- Zooming And Panning
- Inserting Pages
- Naming Pages
- Moving Pages
- Deleting Pages

### Working With Text

- Creating A Text Box

- Modifying A Text Box
- Importing Text
- Checking Spelling
- Selecting Text
- Applying Colour To Text
- Creating WordArt
- Formatting WordArt
- Text Effects

### Text Techniques

- Text Columns
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Wrapping Text
- Aligning Text
- Using Baseline Guides
- Paragraph Spacing
- Hyphenation
- Creating Bulleted Lists
- Creating Numbered Lists
- Creating Text Styles
- Applying A Text Style
- Modifying A Text Style

### Building Blocks

- Inserting Page Parts
- Inserting Calendars
- Inserting Borders And Accents
- Inserting Advertisements

### Working With Shapes

- Drawing And Inserting Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Grouping Shapes
- Changing Fill
- Drawing Lines
- Deleting Shapes

### Working With Pictures

- Inserting Pictures
- Inserting Online Pictures
- Using The Scratch Area
- Swapping Pictures
- Picture Formatting And Effects
- Cropping Pictures
- Inserting A Caption

### Working With Tables

- Inserting Tables
- Entering Text In A Table
- Adjusting Rows And Columns
- Applying Table Styles
- Using Fills And Tints
- Using Sample Fill Colour

### Design and Layout

- Page Orientation
- Understanding Page Sizes
- Creating Envelopes
- Creating Labels
- Creating Folded Cards
- Changing Margin Guides
- Creating Grid Guides
- Creating Ruler Guides
- Using Guides
- Using Colour Schemes
- Using Font Schemes
- Creating A Fill Background
- Creating An Image Background

### Master Pages

- Understanding Master Pages
- Using A Master Page
- Inserting Headers
- Inserting Footers
- Inserting Page Numbers
- Using A Two Page Master
- Creating Additional Master Pages
- Using Multiple Master Pages

### Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Clearing A Filter

### Catalogue Merge

- Understanding The Merge Area
- Creating A Product List
- Selecting A Merge Area Layout
- Inserting Text Fields
- Formatting Text Fields
- Inserting Picture Fields





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Previewing And Modifying A  
Catalogue Merge  
Merging To A New Publication

## Saving and Sharing

Sending A Publication As An Email  
Changing The File Type  
Saving For Photo Printing  
Saving For A Commercial Printer  
Saving For Another Computer

## Getting Help

Understanding How Help Works  
Accessing The Help Window  
Navigating The Help Window  
Using The Office Website  
Googling Help  
Printing A Help Topic

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