



INFOCUS COURSEWARE

Microsoft Publisher 2016



Product Code: INF1635

ISBN: 978-1-925349-32-0

❖ General Description

The skills and knowledge acquired in **Microsoft Publisher 2016** 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 2016 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

145 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.

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Product Information



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Contents

Getting Started With Publisher

- Understanding Publisher 2016
- Starting Publisher in Windows 10
- Understanding the Start Screen
- Creating a New Blank Publication
- The Publisher 2016 Screen
- How Publisher 2016 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 Google to Get Help

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