



INFocus COURSEWARE

Microsoft Publisher 2016 (with Challenge Exercises)



WATSONIA PUBLISHING

Product Code: INF1636

ISBN: 978-1-925526-56-1

❖ General Description

The skills and knowledge acquired in **Microsoft Publisher 2016 (with Challenge Exercises)** 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 (with Challenge Exercises) 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

175 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

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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
Challenge Exercise
Challenge Exercise Workspace

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
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Printing a Publication
Safely Closing a Publication
Challenge Exercise
Challenge Exercise Sample

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The Open Dialog Box
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Challenge Exercise
Challenge Exercise Sample

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Challenge Exercise
Challenge Exercise Sample

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Linking Text Boxes
Drawing Text Boxes Accurately
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Challenge Exercise
Challenge Exercise Sample

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Selecting Shapes
Resizing Shapes
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Changing Fill

Drawing Lines
Deleting Shapes
Challenge Exercise
Challenge Exercise Sample

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Inserting Online Pictures
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Swapping Pictures
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Cropping Pictures
Inserting a Caption
Challenge Exercise
Challenge Exercise Sample

Working With Tables

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Using Sample Fill Colour
Challenge Exercise
Challenge Exercise Sample

Design and Layout

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Understanding Page Sizes
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Creating Grid Guides
Creating Ruler Guides
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Using Colour Schemes
Using Font Schemes
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Creating an Image Background
Challenge Exercise
Challenge Exercise Sample

Master Pages

Understanding Master Pages
Using a Master Page
Inserting Headers
Inserting Footers
Inserting Page Numbers
Using a Two Page Master



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Creating Additional Master Pages
Using Multiple Master Pages
Challenge Exercise
Challenge Exercise Workspace

Mail Merge

Creating a Data Source
Creating a Mail Merge Publication
Showing Merge Results
Sorting a Merge
Filtering Data
Merge Printing
Clearing a Filter
Challenge Exercise
Challenge Exercise Sample

Catalogue Merge

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Creating a Product List
Selecting a Merge Area Layout
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Inserting Picture Fields
Previewing and Modifying a
Catalogue Merge
Merging to a New Publication
Challenge Exercise
Challenge Exercise Sample

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Changing the File Type
Saving for Photo Printing
Saving for a Commercial Printer
Saving for Another Computer
Challenge Exercise
Challenge Exercise Workspace

Getting Help

Understanding How Help Works
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Challenge Exercise
Challenge Exercise Sample



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