



INFOCUS COURSEWARE

Microsoft Publisher 2013 (with Challenge Exercises)



WATSONIA PUBLISHING

Product Code: INF1336

ISBN: 978-1-925179-70-5

❖ General Description

The skills and knowledge acquired in **Microsoft Publisher 2013 (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 2013 (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

177 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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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
- Practice Exercise
- Practice 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
- Previewing a Publication
- Printing a Publication
- Safely Closing a Publication
- Practice Exercise
- Practice Exercise Sample

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
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- Practice Exercise
- Practice Exercise Sample

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- Modifying a Text Box
- Importing Text
- Checking Spelling
- Selecting Text
- Applying Colour to Text
- Creating WordArt
- Formatting WordArt
- Text Effects
- Practice Exercise
- Practice Exercise Sample

Text Techniques

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

Building Blocks

- Inserting Page Parts
- Inserting Calendars
- Inserting Borders and Accents
- Inserting Advertisements
- Practice Exercise
- Practice Exercise Sample

Working With Shapes

- Drawing and Inserting Shapes
- Selecting Shapes
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- Aligning Shapes

- Grouping Shapes
- Changing Fill
- Drawing Lines
- Deleting Shapes
- Practice Exercise
- Practice Exercise Sample

Working With Pictures

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- Inserting Online Pictures
- Using the Scratch Area
- Swapping Pictures
- Picture Formatting and Effects
- Cropping Pictures
- Inserting a Caption
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- Practice Exercise Sample

Working With Tables

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- Entering Text in a Table
- Adjusting Rows and Columns
- Applying Table Styles
- Using Fills and Tints
- Using Sample Fill Colour
- Practice Exercise
- Practice Exercise Sample

Design and Layout

- Page Orientation
- Understanding Page Sizes
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- Creating Labels
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- Creating Grid Guides
- Creating Ruler Guides
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- Using Font Schemes
- Creating a Fill Background
- Creating an Image Background
- Practice Exercise
- Practice Exercise Sample

Master Pages

- Understanding Master Pages
- Using a Master Page
- Inserting Headers
- Inserting Footers



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Inserting Page Numbers
Using a Two Page Master
Creating Additional Master Pages
Using Multiple Master Pages
Practice Exercise
Practice 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
Practice Exercise
Practice Exercise Sample

Catalogue Merge

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

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
Practice Exercise
Practice Exercise Workspace

Getting Help

Understanding How Help Works
Accessing the Help Window
Navigating the Help Window
Using the Office Website
Googling Help
Printing a Help Topic
Practice Exercise
Practice Exercise Sample



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