



#### ❖ 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](http://www.watsoniapublishing.com).

*This information sheet was produced on Monday, August 08, 2016 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*





INFOCUS COURSEWARE

# Microsoft Publisher 2016



Product Code: INF1635

ISBN: 978-1-925526-55-4

## 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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## Product Information



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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

## Product Information



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