HAWTHORN Training
Accelerate your workforce

Course Outline

Course Objective: In this course, you will create, format, edit, and share publications. You will: Perform basic tasks in the Microsoft Publisher interface; Add content in a publication; Format text in a publication; Edit the contents of a publication; Add and format graphics; Print and share a publication.

Target Student: This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Publisher 2013 to create, lay out, edit, and share publications.

Prerequisites: To ensure your success in this course, you should have experience with basic Windows® 8 tasks and be comfortable in the Windows 8 environment.

Course Content

1. **Getting Started with Microsoft Publisher 2013**

   - Explore the Interface
   - Customize the Publisher Interface
   - Create a Publication

2. **Adding Content to a Publication**

   - Add Text to a Publication
   - Organize Text Boxes and Picture Placeholders in a Layout
   - Control the Display of Content in Text Boxes
   - Apply Building Blocks

3. **Formatting Text in a Publication**

   - Format Text and Paragraphs
   - Apply Paragraph Styles
   - Apply Schemes

4. **Editing Text in a Publication**

   - Edit Text in a Publication
   - Present Content in Tables
   - Insert Symbols and Special Characters

5. **Adding and Formatting Graphics in a Publication**

   - Add Graphical Objects to a Publication
   - Manipulate the Appearance of Pictures

6. **Preparing a Publication for Sharing and Printing**

   - Save a Publication
   - Run Design Checker
   - Preview and Print a Publication
   - Share a Publication