

# Microsoft Office Publisher Basic Course Outline



## **Creating a Basic Publication**

Examine the Publisher Environment  
Creating Business Cards and Brochures from a  
Publication Design  
Replace Design Object Placeholders  
Save a Publication  
Create a Blank Publication  
Display Ruler Guides  
Add Text  
Insert a Picture from a File

## **Modifying a Publication's Layout and Structure**

Insert and Delete Pages Insert a Text File  
Size Text Boxes and Picture Frames  
Move Text Boxes and Picture Frames  
Connect Text Boxes  
Divide Text Boxes into Columns  
Move a Page  
Create and Use a Master Page

## **Editing Content in a Publication**

Edit Text in a Publication  
Research Information  
Find and Replace Text  
Check Spelling

## **Formatting a Publication**

Format Text  
Apply Schemes  
Insert Symbols  
Indent Paragraphs  
Change Spacing Between Paragraphs  
Control Paragraph Flow  
Create Paragraph Styles  
Format Text Boxes

## **Formatting Pictures in a Publication**

Format Picture Frames  
Crop a Picture  
Wrap Text Around a Picture  
Insert WordArt  
Insert a Design Gallery Object

## **Preparing a Publication for Distribution**

Check the Design of a Publication  
Verify Pictures  
Create a Newsletter to Email  
Create a Web Page  
Publish a Web Site  
Preview and Print a Publication  
Templates