

Publisher 2016 is Microsoft's desktop publishing program that provides the ability to easily create publications for both print and the web. You will learn about different features of the interface, how to create a publication, cover some basic publication tasks, discuss how to manage graphics in Publisher, and learn how to prepare a publication for printing and electronic sharing. This knowledge will allow you to create greeting cards, business cards, postcards, flyers, certificates, and newsletters, among others, for print, E-mail, and the Web!

Lesson 1: Getting Started with Microsoft Publisher 2016

- Topic A: Explore the Interface
- Topic B: Customize the Publisher Interface
- Topic C: Create a Publication

Lesson 2: Adding Content to a Publication

- Topic A: Add Text to a Publication
- Topic B: Organize Text Boxes and Picture Placeholders in a Layout
- Topic C: Control the Display of Content in Text Boxes
- Topic D: Use Building Blocks

Lesson 3: Formatting Text in a Publication

- Topic A: Format Text and Paragraphs
- Topic B: Apply Paragraph Styles
- Topic C: Apply Schemes

Lesson 4: Editing Text in a Publication

- Topic A: Edit Text in a Publication
- Topic B: Present Content in Tables
- Topic C: Insert Symbols and Special Characters

Lesson 5: Adding and Formatting Graphics in a Publication

- Topic A: Add Graphical Objects to a Publication
- Topic B: Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Printing and Sharing

- Topic A: Save a Publication
- Topic B: Run the Design Checker
- Topic C: Preview and Print a Publication
- Topic D: Share a Publication