

# Publisher Office 365 Course Outline

One Day	
<b>Module 1 – Publisher Environment</b> <ul style="list-style-type: none"> <li>• Explore the interface</li> <li>• Customize the Publisher Interface</li> <li>• Create a Publication</li> </ul>	<b>Module 4 – Adding and Formatting Graphics</b> <ul style="list-style-type: none"> <li>• Add graphical objects</li> <li>• Manipulate picture appearance</li> </ul>
<b>Module 2 – Adding Content to a Publication</b> <ul style="list-style-type: none"> <li>• Add text</li> <li>• Insert pages</li> <li>• Organize text boxes and picture placeholders</li> <li>• Control the display of content in text boxes</li> <li>• Apply Building Blocks</li> </ul>	<b>Module 5 – Prepare Publications for Sharing and Printing</b> <ul style="list-style-type: none"> <li>• Save a publication</li> <li>• Run Design Checker</li> <li>• Preview and print a publication</li> <li>• Share a publication</li> </ul>
<b>Module 3 Format Text in a Publication</b> <ul style="list-style-type: none"> <li>• Format text and paragraphs</li> <li>• Apply paragraph styles</li> </ul>	<b>Module 6 - Publisher Lab</b> <ul style="list-style-type: none"> <li>• Create a               <ul style="list-style-type: none"> <li>○ Flyer</li> <li>○ Brochure</li> <li>○ Greeting Card</li> <li>○ Brochure</li> <li>○ Newsletter</li> </ul> </li> </ul>
<b><i>Appendix A Page Setup</i></b> <ul style="list-style-type: none"> <li>• <i>Margins</i></li> <li>• <i>Paper</i></li> <li>• <i>Layout</i></li> </ul>	<b><i>Appendix B – Master Pages</i></b> <ul style="list-style-type: none"> <li>• <i>Add master pages</i></li> <li>• <i>Apply masters</i></li> </ul>