



[Publisher 2013](#)

Students will learn desktop publishing capabilities of Publisher, including how to produce greeting cards, certificates, newsletters, and calendars, integrating mail merge features for a list of recipients and exporting publications as HTML web pages

[Target Audience](#)

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 2103 to create, lay out, edit, and share publications.

[Course Outline](#)

[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