

# Microsoft Publisher

GoSkills online course syllabus

Saturday, March 15, 2025

**Skill level**

Beginner - Intermediate

**Lessons**

38

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

2016, 2019, 365

**Video duration**

2h 36m

**Estimated study time**

19h for all materials

**Instructor**

Andy Lanning

## Introduction

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1

### Publisher Screen Overview

Understanding the screen layout is paramount to mastering this program. This lesson gives a concise tour of the scratch area, rulers, ribbons, and status bar tools.

2

### File Ribbon - Info

Business Information contains your professional contact info and the Design Checker runs through the technical layout of your publication.

3

### File Ribbon - New

Instead of starting from scratch, discover the pre-made templates that are available and easily customized.

4

### File Ribbon - Other Features

Be aware of the options under the File ribbon and design with your end product in mind.

5

### Quick Access Toolbar

Prepare your work area by setting up the tools you'll need most often.

## Working with Pictures

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6

### Identify Parts of Pre Made Template

Review the parts and structure of a pre-made template and save frustration later when you build your own.

7

### Manage Picture Tools

Picture tools help you manage and control your pictures.

- 8** Pictures - Crop  
Cropping tools let you cut away parts of a picture.
- 9** Pictures - Placeholders  
Frame the spot for a picture still to come.
- 10** Pictures - Size, Layers, Group  
Size pictures precisely to your own measurements, layer the pictures and control the overlap, and group pictures so they move as one object.
- 11** Pictures - Align  
Align pictures precisely on the page.
- 12** Pictures - Adjust, Swap  
Adjust picture brightness, color, reset to original, or compress picture file size. Plus swap picture locations with a click of a button.
- 13** Pictures - Styles, Frames, Captions  
Change the picture style, shape and frame (border), also add captions.
- 14** Pictures - Find online, Copyright-free  
Creative Commons License is a copyright-free picture license.

## Working with Text

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- 15** Text box - Word Art  
Insert decorative text into your publication.
- 16** Text box - Overflow Text  
How to handle too much text and control the overflow to another text box.
- 17** Text box - Formatting Tools  
Review toolbar and connect text boxes and word overflow.
- 18** Text box - Business Information  
Edit your business information so that all publications are uniform with no typos or variations.
- 19** Text box - Building Blocks  
Building blocks are pre-designed text boxes that save you time from creating from scratch.

# Page Design

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**20** Page Design - Header Footer  
Master Page Content that appears in the background of every page, like logos or page numbers.

**21** Page Design Ribbon - a  
Work with template design, page setup tools, and layout guides.

**22** Page Design Ribbon - b  
Work with page tools, color schemes and fonts, and page backgrounds.

# Working with Shapes

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**23** Shapes  
Shapes add interest to a publication by adding text and color.

**24** Shapes with Pictures  
Two methods to add a picture inside of a shape.

**25** Shapes - Control Placement  
Use the Publisher layout guides and rulers to control the placement of your shapes.

**26** Shapes - Arrange  
Group, rotate and wrap text to shapes.

**27** Shapes - Edit Wrap Points  
Edit exactly how text wraps “through” your shape or picture.

# Ribbon

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**28** Ribbon - Review  
Interesting script is vital to a professional publication. Use the review ribbon tools to find words, spell check, or translate.

**29** Ribbon - View  
The View ribbon helps you manage your publication as it is developed and allows you to work with multiple Publisher files efficiently.

**30** Ribbon - Home  
Regardless of where your text is placed, formatting tools are in one location.

**31** Ribbon - File, Save-Print-Export  
The File ribbon is where you make the final production decision to your publication.

## Creative Ideas

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**32** Creative Ideas - Mail Merge  
Learn how to use the mail merge feature to personalize every single publication to the individual recipient.

**33** Creative Ideas - Catalog  
Create a manual of products with corresponding pictures.

**34** Creative Ideas - QR Codes in Catalogs  
Learn how to use Quick Response (QR) Codes, which are device-scanable images that will deliver information or send the user to a product webpage.

**35** Creative Ideas - Tables  
Understand how to use tables which are a grid layout for columns of text, like room locations or employee contact information.

**36** Creative Ideas - Create Picture Files  
Create a picture from a Publisher file in order to send a full-color marketing flyer via email.

**37** Creative Ideas - Keyboard Shortcuts  
Learn these shortcut tips that will expedite your design time.

**38** Creative Ideas - Color Codes  
Learn the differences between RGB colors and the advanced CMYK or PANTONE color formats which are required by some commercial printers.

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