

**Class Title: Microsoft Publisher Essentials**

**Duration: 1 Day**

- 1. Publisher Basics**
  - 1.1. Navigating the Work Area
  - 1.2. Creating a New Publication
  - 1.3. Adding Text
  - 1.4. Adding Graphics
- 2. Working with Frames**
  - 2.1. Using Text Wrap
  - 2.2. Linking Text Frames
  - 2.3. Grouping Graphics
  - 2.4. Importing Text and Graphics
- 3. Working with Multiple Page Layouts**
  - 3.1. Creating Backgrounds
  - 3.2. Using Master Pages
  - 3.3. Using Layout Guides
  - 3.4. Aligning Frames
  - 3.5. Checking the Layout
- 4. Creating Tables**
  - 4.1. Creating a New Table
  - 4.2. Entering and Editing Table Data
  - 4.3. Expanding Tables and Formatting Tables
- 5. Formatting Text**
  - 5.1. Formatting Characters
  - 5.2. Formatting Paragraphs
  - 5.3. Formatting Pages
  - 5.4. Using the Format Painter
  - 5.5. Adjusting Line Spacing
  - 5.6. Creating and Applying Styles
  - 5.7. Creating Word Art
- 6. Finalizing the Publication**
  - 6.1. Using Proofing Tools
  - 6.2. Using Find and Replace Text
  - 6.3. Creating PDF from Publications