



Publisher 2013 Introduction

This course builds on the skills and concepts taught in Publisher 2013: Basic. Students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, students will learn to customize the Ribbon and Quick Access toolbar

Basic design options

- Publication setup
- Custom colors
- Building blocks
- The Graphics Manager pane

Typography

- Styles and font schemes
- Graphics in typography
- Precise spacing control
- Symbols and special characters

Long publications

- Sections
- Bookmarks

Mail merge and catalog merge

- Form letters
- Data sources for the recipient list
- Catalog merge

Interactive forms

- Editing Web forms
- Modifying form properties

Customizing Publisher

- Customizing the Ribbon
- Customizing the Quick Access toolbar