



Publisher 2013 Introduction

This course teaches the core features and functions of Publisher 2013. Students will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

Getting started

- The Publisher interface
- Navigation and selection techniques
- Publisher Help

Basic publications

- Publication basics
- Object positioning

Multi-page publications

- Multi-page layouts
- Master pages

Working with text

- Text box linking
- Paragraph formatting

Tables

- Table basics
- Table structure
- Table formatting

Layout and design techniques

- Text boxes
- Graphics adjustments
- Stacking and grouping objects

Finalizing publications

- Publication output
- Print preparation