

MICROSOFT PUBLISHER FOR OFFICE 365

COURSE SPECIFICATIONS

Course Code:	MS-PUB
Course No:	ELK91-152_rev1.1
Course Length:	1 Day

COURSE DESCRIPTION

Microsoft Publisher for Office 365 is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

This course presents information and skills that are appropriate for users of the Office 2019 or Office 365 desktop applications. However, the instructional environment for the delivery of this course utilizes Office 365.

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 Office Publisher to create, lay out, edit, and share publications.

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

For virtual online training:

- A Microsoft Team account.

NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

In this course, you will create, format, edit, and share publications. You will:

- Perform basic tasks in the Microsoft Publisher interface.
- Add content to a publication.
- Format text and paragraphs in a publication.
- Manage text in a publication.
- Work with graphics in a publication.
- Prepare a publication for printing and sharing.

LEARNING OUTLINE

1. Getting Started with Microsoft Publisher
 - a. Navigate the Interface
 - b. Customize the Publisher Interface
 - c. Create a Publication
2. Adding Content to a Publication
 - a. Add Text to a Publication
 - b. Add Pages and Picture Placeholders to a Publication
 - c. Control the Display of Content in Text Boxes
 - d. Apply Building Blocks to a Publication
3. Formatting Text and Paragraphs in a Publication
 - a. Format Text
 - b. Format Paragraphs
 - c. Apply Schemes
4. Managing Text in a Publication
 - a. Edit Text in a Publication
 - b. Work with Tables
 - c. Insert Symbols and Special Characters
 - d. Working with Graphics in a Publication
5. Working with Graphics in a Publication
 - a. Insert Graphics in a Publication
 - b. Customize the Appearance of Pictures
6. Preparing a Publication for Sharing and Printing
 - a. Check the Design of a Publication
 - b. Save a Publication in Different Formats
 - c. Print a Publication
 - d. Share a Publication

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

CONTACT DETAILS

Further enquiries may be directed to:

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