Microsoft Publisher 365, Part 2 of 4: Text and Pictures

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Prerequisites: Experience with other Office toolbars and concepts is helpful but not required.

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Course description: Microsoft Publisher 365 is a solution for creating rich visual publications. This course will cover the myriad of ways to both insert and format text and pictures in your publication.

Course outline:

Inserting Text into Publications
• Introduction
• Inserting Text into Publications
• Demo: Inserting
• Insert Draw Text Box
• Text Group
• Business Information
• Word Art
• Word Styles
• Wrapping
• Insert File Text
• Insert Text Only
• Summary

Formatting Text in Publications
• Introduction
• Formatting Text in Publications
• Demo: Formatting
• Fonts
• Text Group
• Text Fit
• Grow Text Box
• Through
• Inline with Text
• Hyphenation
• Connecting Text Boxes
• Creating Links
• Alignment
• Columns and Margins

• Other Formatting
• Translating
• Font Schemes
• Summary

Inserting Pictures
• Introduction
• Pictures
• Picture File Formats
• Effective Resolution
• Inserting Pictures
• Place Image
• Scratch Area
• Print Preview
• Summary

Formatting Pictures
• Introduction
• Demo: Picture Formatting
• Moving Swapping Sizing and Adjusting
• Adjust Tools
• Compression
• Swapping Tool
• Swap Formatting
• Manual changes
• Captions
• Arrange Group
• Wrap Test
• Aligning
• Rotate
• Cropping Tools

• Clear Crop
• Size
• Summary