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

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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&rsquo: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	 Other Formatting
Introduction	Translating
 Inserting Text into Publications 	Font Schemes
Demo: Inserting	Summary
 Insert Draw Text Box 	
Text Group	Inserting Pictures
 Business Information 	 Introduction
Word Art	Pictures
Word Styles	 Picture File Formats
 Wrapping 	 Effective Resolution
 Insert File Text 	 Inserting Pictures
 Insert Text Only 	Place Image
Summary	 Scratch Area
	Print Preview
Formatting Text in Publications	 Summary
Introduction	2
 Introduction Formatting Text in Publications 	Formatting Pictures
 Introduction Formatting Text in Publications Demo: Formatting 	Formatting Pictures Introduction
 Introduction Formatting Text in Publications Demo: Formatting Fonts 	Formatting Pictures Introduction Demo: Picture Formatting
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group 	Formatting Pictures Introduction Demo: Picture Formatting Moving Swapping Sizing and
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit 	Formatting Pictures Introduction Demo: Picture Formatting Moving Swapping Sizing and Adjusting
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit Grow Text Box 	Formatting Pictures • Introduction • Demo: Picture Formatting • Moving Swapping Sizing and Adjusting • Adjust Tools
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit Grow Text Box Through 	Formatting Pictures • Introduction • Demo: Picture Formatting • Moving Swapping Sizing and Adjusting • Adjust Tools • Compression
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit Grow Text Box Through Inline with Text 	Formatting Pictures • Introduction • Demo: Picture Formatting • Moving Swapping Sizing and Adjusting • Adjust Tools • Compression • Swapping Tool
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit Grow Text Box Through Inline with Text Hyphenation 	Formatting Pictures • Introduction • Demo: Picture Formatting • Moving Swapping Sizing and Adjusting • Adjust Tools • Compression • Swapping Tool • Swap Formatting
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit Grow Text Box Through Inline with Text Hyphenation Connecting Text Boxes 	Formatting Pictures • Introduction • Demo: Picture Formatting • Moving Swapping Sizing and Adjusting • Adjust Tools • Compression • Swapping Tool • Swap Formatting • Manual changes
 Introduction Formatting Text in Publications Demo: Formatting Fonts Text Group Text Fit Grow Text Box Through Inline with Text Hyphenation 	Formatting Pictures • Introduction • Demo: Picture Formatting • Moving Swapping Sizing and Adjusting • Adjust Tools • Compression • Swapping Tool • Swap Formatting

- Columns and Margins
- rrange Group
- Wrap Test
- Aligning
- Rotate
- Cropping Tools

- - Clear Crop
 - Size
 - Summary