Microsoft Publisher 365, Part 3 of 4: Shapes, Colors and Objects

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 how to use shapes and lines in your publication as well as format colors and use objects.

Course outline:

Using Shapes and Lines Part 1
• Introduction
• Shapes and Lines
• Demo: SHapes and Lines
• Formatting Shapes
• Shape Styles
• Shape Effects
• Lines
• Summary

Using Shapes and Lines Part 2
• Introduction
• Demo: Arrange and Group
• Grouping
• Select All Objects
• Lines
• Sizing and REsizing
• Shape Format Line
• Format Painter
• Apply Format Multiple Times
• Summary

Formatting with Colors
• Introduction
• Demo: Colors Schemes
• Custom coloring Options
• Gradient and Texture
• Patterns
• Exact Color

• HSL and CYK Number
• Scheme Colors
• Pantone
• Build Custom color Scheme
• Apply to a Template
• Summary

Objects
• Introduction
• Objects and Tables
• Demo: Objects and Tables
• PowerPoint
• Excel Chart
• Link File
• Inserting Tables
• Tables as Containers
• Hyperlinks
• Bookmarks
• Building Blocks
• Pulled Quote
• SideBar
• Heading
• Borders and Accents
• Advertisements
• Gallery Template
• Summary