# Microsoft Publisher 365, Part 4 of 4: Pages and Advanced Features



**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 pages, some advanced features as well as Mail Merge and Finishing your publication.

**Course outline:**

**Pages**
• Introduction
• Using Pages
• Demo: Pages
• Insert Blank Page
• Page View
• Guides
• Baselines
• Margins and Size
• New Page Size
• Orientation
• Name Pages
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• Edit Master Pages
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• Add Picture
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**Advanced Features**
• Introduction
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• Style in Template
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**Mail Merge Publications**
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• Mail Merge Publications
• Demo: Mail Merge
• Mail Merge Wizard
• Email Merge
• Summary

**Finishing Publications**
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• Finishing Publications
• Demo: Finishing Publications
• Publiucation Info
• Design Checker
• Exporting Publications
• Sharing
• Printing
• Summary