Microsoft Publisher 2019 Intermediate

Duration: **1 Day**

This course is designed to teach delegates the more advanced features of Publisher to give publications the professional touch.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Working with Tables

- Creating and formatting tables
- Formatting the table using the Table Design Tab
- Adjusting the table layout using the Table Layout Tab

Fine-Tuning your Publication

- Checking the layout
- Checking spacing
- Getting words to fit
- Breaking lines and hyphenating
- Using a checklist

Page Options

- Master pages
- Watermarks
- Graphics Manager Pane

Linking with Other Office Applications

- Importing data from Word
- Importing an Excel table
- Merging data from Outlook contact list

Mail Merging

- Using mail merge in Publisher
- Using mail merge via Word
- Using mail merge via Outlook
- Using sort and filter

Publishing to the Web

- Web tools
- Web page options

Using Building Blocks

- Building Block galleries
- Inserting a Building Block
- Creating a Building Block

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