



Publisher 2019

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Lesson 1: Getting Started with Publisher 2019

- Topic 1A: Explore the Interface
- Topic 1B: Customize the Publisher Interface
- Topic 1C: Create a Publication

Lesson 2: Adding Content to a Publication

- Topic 2A: Add Text to a Publication
- Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout
- Topic 2C: Control the Display of Content in Text Boxes
- Topic 2D: Apply Building Blocks

Lesson 3: Formatting Text in a Publication

- Topic 3A: Format Text and Paragraphs
- Topic 3B: Apply Paragraph Styles
- Topic 3D: Apply Schemes

Lesson 4: Editing Text in a Publication

- Topic 4A: Edit Text in a Publication
- Topic 4B: Present Content in Tables
- Topic 4C: Insert Symbols and Special Characters

Lesson 5: Adding and Formatting Graphics in a Publication

- Topic 5A: Add Graphical Objects to a Publication
- Topic 5B: Manipulate the Appearance of Pictures

Lesson 6: Preparing a Publication for Sharing and Printing

- Topic 6A: Save a Publication
- Topic 6B: Run Design Checker
- Topic 6C: Preview and Print a Publication
- Topic 6D: Share a Publication

This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Publisher 2019 to create, layout, edit and share publications.