Microsoft Publisher for Office 365/2021

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Microsoft® Publisher for Office 365 is a desktop publishing softwareapplication capable of producing greeting cards, certificates, newsletters, and otherprinted publications. Publisher includes a large collection of templates that provideagreat way to start a new publication. Publisher offers a large selection of 'buildingblocks' that can be dragged into your documents, helping you to create page elementssuch as calendars, newsletter sidebars, and borders. Publisher integrates online sharingand mail merge features, which are handy when you need to send publications to a listofcustomers, and it's possible to export publications as HTML web pages or PDF documents.With a user-friendly interface, Publisher makes it easy to create and editpublications. This course presents information and skills that are appropriate for users of theOffice2019/2021 or Office 365 desktop applications. However, the instructional environmentforthe delivery of this course utilizes Office 365.

About This Course

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Who Should Attend

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 Office Publisher to create, lay out, edit, and share publications.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will create, format, edit, and share publications. You will:

Perform basic tasks in the Microsoft Publisher interface.

Add content to a publication.

Format text and paragraphs in a publication.

Manage text in a publication.

Work with graphics in a publication.

Prepare a publication for printing and sharing.

Detailed Course Outline

Getting Started with Microsoft Publisher

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

Adding Content to a Publication

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

Formatting Text and Paragraphs in a Publication

- Topic A: Format Text
- Topic B: Format Paragraphs
- Topic C: Apply Schemes

Managing Text in a Publication

- Topic A: Edit Text in a Publication
- Topic B: Work with Tables
- Topic C: Insert Symbols and Special Characters

Working with Graphics in a Publication

- Topic A: Insert Graphics in a Publication
- Topic B: Customize the Appearance of Pictures

Preparing a Publication for Sharing and Printing

- Topic A: Check the Design of a Publication
- Topic B: Save a Publication in Different Formats
- Topic C: Print a Publication
- Topic D: Share a Publication

Additional Course Details

Nexus Humans Microsoft Publisher for Office 365/2021 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Publisher for Office 365/2021 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Publisher for Office 365/2021?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft Publisher for Office 365/2021 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Publisher for Office 365/2021 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Publisher for Office 365/2021?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Publisher for Office 365/2021. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Publisher for Office 365/2021?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Publisher for Office 365/2021 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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