

Microsoft Publisher 2013 Course Outlines

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H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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}
.clearfix {
  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
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Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Publisher 2013 - Training Classes in Houston, Texas

Microsoft Publisher 2013

Training Course Content

Lesson 1:Â Getting Started with Microsoft Publisher 2013

Topic A:Â Explore the Interface

Topic B:Â Customize the Publisher Interface

Topic C:Â Create a Publication

Lesson 2:Â Adding Content to a Publication

Topic A:Â Add Text to a Publication

Topic B:Â Organize Text Boxes and Picture Placeholders in a Layout

Topic C:Â Control the Display of Content in Text Boxes

Topic D:Â Apply Building Blocks

Lesson 3:Â Formatting Text in a Publication

Topic A:Â Format Text and Paragraphs

Topic B:Â Apply Paragraph Styles

Topic C:Â Apply Schemes

Lesson 4:Â Editing Text in a Publication

Topic A:Â Edit Text in a Publication

Topic B:Â Present Content in Tables

Topic C:Â Insert Symbols and Special Characters

Lesson 5:Â Adding and Formatting Graphics in a Publication

Topic A:Â Add Graphical Objects to a Publication

Topic B:Â Manipulate the Appearance of Pictures

Lesson 6:Â Preparing a Publication for Sharing and Printing

Topic A:Â Save a Publication

Topic B:Â Run Design Checker

Topic C:Â Preview and Print a Publication

Â

Topic D:Â Share a Publication

See [Current Schedule/a>](#)

Register for Class

Microsoft Publisher Class in Houston

Microsoft
Publisher 2010 Training in Houston

Microsoft
Publisher 2007 Training in Houston