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Start Publisher and
select the Built-In tab

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above the templates shown. Scroll down a bit and select Greeting Cards. Select a Publisher template from the Birthday section at the top. Choose Create in the right pane.

Microsoft Publisher
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This course offers in-depth instruction in all the core features and tools in Publisher 2016, the desktop publishing software from Microsoft.

Author David Rivers demonstrates Publisher's features...

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Just head over to the Format tab when your picture is selected and you can start tailoring your images. To learn more about working with images, you can read Microsoft ' s tips on working with images in Microsoft Publisher.. Using Building Blocks.

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Building blocks make

it easier for you to build and customize your publication by giving you pre-made elements.

A Quick Beginner ' s
Guide to Microsoft
Publisher

Learning the Basics of
Microsoft Publisher 1.
Microsoft Publisher is
a wonderful tool for

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creating flyers, brochures, newsletters, cards, banners, certificates and much more. You can create a document from scratch if you wish, but it ' s much easier to use the catalog of templates that comes with the software. 2. When you first open the software,

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version of Microsoft
Publisher is always
available with a
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subscription.

Publisher 2019 is the
latest classic version
of Publisher. It is a
one-time purchase
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updates. Previous versions include Publisher 2016, Publisher 2013, Publisher 2010, Publisher 2007, and Publisher 2003.

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Lesson 1:

Introduction to
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Released.

10/20/2015. This
course offers in-
depth instruction in
all the core features
and tools in Publisher
2016, the desktop
publishing software

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Author David Rivers demonstrates Publisher's features using real-world examples of the different kinds of publications you can create with Publisher, from greeting cards to brochures to newsletters.

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Publisher 2016 is Microsoft's entry-level desktop publishing program. Not to be confused with Microsoft Word, Publisher is used primarily for page layouts and designs, such as brochures and flyers, while Word is used for

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documents, such as letters and reports. Although Publisher can be used by anyone, it was created for the small business user in mind as a basic, easier-to-use alternative to the more expensive Adobe graphics program.

Getting Started with
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Microsoft Publisher .

Class learning

objectives . By the

end of class students

should be able to

perform the

following tasks: 1.

Publisher Basics •

Useful Definitions •

Open Publisher •

Create New

Publications 2.

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Publisher 2016
Projects: • Create a
Calendar 3. Save Your
Publication 4. Print
Your Publication 5.
Create Other
Publications (if time
allows)

Introduction to
Microsoft Publisher
Description. Learn
Microsoft Publisher
2016 & 2013 with this
comprehensive

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TeachUcomp, Inc.

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over 4 hours of

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