Microsoft Office Publisher 2013

Getting Started

University Information Technology Services

Microsoft Office: Publisher 2013
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Introduction

Microsoft Publisher 2013 is a powerful tool that can help you create professional looking flyers, brochures, and other forms of print publications. It is much more versatile than using Word or PowerPoint to create these types of documentations, and a number of ready-made templates can be found online to help you get started with your project.

This booklet is the companion document to the Publisher 2013: Getting Started workshop. The booklet will give users an introduction to the Publisher 2013 interface, and show you how to get started with creating a simple newsletter flyer.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand the Publisher 2013 layout
- Create a new publication from scratch or from a template
- Insert and adjust text boxes, pictures, shapes, and tables
- Understand the scratch area
- Create master pages and update business information
- Review the publication, save, and print