Microsoft Office Publisher 2016/2019

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

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® Office Publisher is an application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication.

About This Course

Microsoft® Office Publisher is an application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication.

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 2016 to create, lay out, edit, and share publications.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

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

1 - Getting Started with Microsoft Publisher 2016/2019

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

2 - 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

3 - Formatting Texts & Paragraphs in a Publication

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

4 - Managing Text in a Publication

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

5 - Working with Graphics in a Publication

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

6 - 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

Frequently Asked Questions

Q: What delivery options are available for Microsoft Office Publisher 2016/2019?

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 Office Publisher 2016/2019 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 Office Publisher 2016/2019 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 Office Publisher 2016/2019?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Office Publisher 2016/2019. 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 Office Publisher 2016/2019?

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 Office Publisher 2016/2019 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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