Beginners Microsoft Publisher 2016

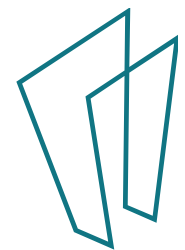SKOKIE PUBLIC LIBRARY

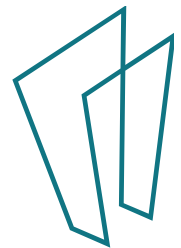Edwin L.

Digital Literacy Specialist

This is a hands-on training class.

You will learn very basic Publisher functionalities to get you familiar with Publisher

(This class assumes that you know how to use mouse and keyboarding, and have very basic computer knowledge)

What is Microsoft Publisher?

Microsoft Publisher is an entry-level graphic design program. It is relatively easy to utilize without having to know in-depth graphic design. This desktop publishing program can be used to create many different variety of publications, either from scratch or from available templates. Some of the things that you can create:
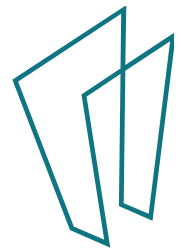
- Brochures
- Invitations
- Business cards
- Address Labels

- Greeting cards
- Certificates
- Flyers
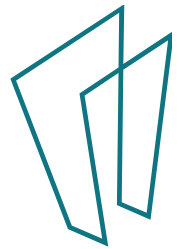- Booklets

Where to learn more on Publisher 2016

- http://skokielibrary.info/resources/online-training-tutorials/

- https://www.lynda.com/portal/patron?org=skokielibrary.info

  (Log-in with your SPL card number or create an account if you are a first time user. Then search "Publisher 2016" classes.)

lynda.com™

Where to learn more on Publisher 2016…cont'd

- http://youtube.com
  (Search for Microsoft Publisher 2016)

- https://support.office.com/en-US/Publisher

- Library books

- Skokie Public Library classes

- Skokie Public Library 1 on 1's

Thank You

Want a copy of this presentation?
Visit www.skokielibrary.info/handouts
where this presentation will be available
for four weeks.