

MICROSOFT PUBLISHER INTRODUCTION LEVEL COURSE

Prerequisites:

Attendees should be familiar with a PC and the Windows environment and possess basic keyboard skills.

Duration:

Two day course.

Getting Started

- Starting Publisher
- Publisher Start Screen
- Elements of the Publisher Screen
- The Title Bar
- The Menu Bar
- Toolbars
- Speed Keys
- Scroll Bars
- The Status Bar
- Exiting Publisher
- Getting Assistance with Publisher

Creating a Publication

- Setting Up a Printer
- Setting Working Preferences
- Setting the Page Layout
- Structure the page with layout guides
- Move a margin guide, column guide, or row guide
- Help with layout guides, ruler guides, and the ruler
- Baseline Guides
- Controlling baseline guides
- Setting up text columns using layout guides
- Using Zoom
- Introducing Objects and Frames
- The Objects Toolbar
- Creating a Frame
- Working with Text Frames
- Flowing Text into Frames
- Importing Text Files
- Using the Publisher Word Document
- Wizard to enhance Word documents
- Copying a table or table text from another program
- Undo and Redo
- Saving Work in Progress

Working with Graphic Objects

- Importing Images
- Using the Clip Art Gallery
- Resizing a Picture
- Cropping a Picture (Object)
- Re-colouring a Picture (Object)
- Rotating a Picture
- Centring Objects on a Page

Working with Text

- Opening an Existing Publication
- Copying Text
- Moving Text
- Deleting Text
- Changing Text Fonts
- Text Alignment
- Formatting Text
- Line Spacing and Paragraph Spacing
- Using BorderArt
- Creating Reversed Out Text
- Rotating Text
- Checking for Spelling Mistakes

Creating MultiPage Publications

- Inserting New Pages
- Navigating Between Pages
- Deleting Pages
- Copying a Page
- Flowing Text Across Pages

Using the Drawing Tools

- Drawing Lines
- Drawing Ovals and Rectangles
- Drawing Custom Shapes
- Grouping

Tables

- Creating Tables
- Adding Rows and Columns
- Resizing Rows and Columns
- Deleting Rows and Columns
- Applying Borders to a Table

Working with the Background Page

- The Background Page
- Headers and Footers
- Adding Page Numbers

Publication Wizards

- Creating a Publication by Wizard
- Creating a Publication by Design
- Creating a Personal Information Set

Printing Publications

- Previewing your Publication
- Changing Page Layout
- Printing a Publication