



Microsoft Publisher - Basic

Course Aim

The skills and knowledge covered in this publication are sufficient to create creative documents, including newsletters, letters, memos, faxes, flyers, calendars, posters and the like.

Course Prerequisites

Previous experience using applications on a PC or Macintosh is a preferred, but not a required prerequisite for this course.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Publisher Environment

- Overview Of Publisher

Publisher Essentials

- Understanding and Creating Publications For Print
- Saving a Publication
- Printing a Publication
- Navigating Between Pages

Drawing Objects & Frames

- Creating Objects and Frames
- Transforming Objects & Frames
- Moving Objects and Frames
- Grouping Objects and Frames
- Layering Objects
- Aligning Frames and Objects
- Fill Effects In Frames
- Drawing and Formatting Lines
- Ordering Objects
- Grouping Objects

Images

- Placing Images
- Understand different File types.
- Crop Images

Text

- Creating a Text Box
- Formatting Text
- Importing Text
- Checking Spelling
- Text Columns
- Paragraph Formatting
- Linking Text Boxes
- Creating, Applying and Modifying Text Styles

Tabs & Lists

- Overview of Tabs and Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Tables

- Creating a Table
- Entering Text In a Table
- Formatting Tables
- Inserting and Deleting Rows and Columns

Layout & Page Techniques

- Understanding Blank Publications
- Creating a new Blank Publication
- Using Guides
- Inserting and Deleting Pages
- Creating Headers and Footers
- Creating Left and Right Master Pages
- Creating and Using Templates

Printing

- Export to a print ready PDF
- CMYK vs RGB
- Spot Colours