

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Start, navigate and generally work with Microsoft Publisher
- \* Understand concepts essential to the use of Publisher
- \* Work with objects and frames in a publication
- \* Work with text in a publication
- \* Enhance the text in a publication
- \* Perform a mail merge in Microsoft Publisher
- \* Create drawings
- \* Create WordArt objects
- \* Create stationery using Microsoft Publisher
- \* Use layout and page techniques to enhance publications

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### PUBLISHER 2013 ORIENTATION

- \* Overview Of Publisher
- \* Understanding The Publisher Startup Window
- \* The Publisher 2013 Screen
- \* Working With Menus
- \* Publisher 2013 Toolbars
- \* Exiting From Publisher

### PUBLISHER ESSENTIALS

- \* Creating A Business Information Set
- \* Understanding Publication Types
- \* Creating and Saving A Publication
- \* Using Print Preview
- \* Printing A Publication
- \* Closing A Publication
- \* Opening An Existing Publication
- \* Navigating Between Pages

### OBJECTS AND FRAMES

- \* Tips For Planning A Publication
- \* The Building Blocks Of Publications
- \* Creating A Calendar
- \* Deleting Objects And Frames
- \* Resizing Objects And Frames
- \* Moving Objects And Frames
- \* Nudging Objects And Frames
- \* Grouping Objects And Frames
- \* Layering Objects And Frames
- \* Inserting A Picture Frame
- \* Aligning Objects And Frames
- \* Fill Effects In Frames

### TEXT

- \* Creating A Text Box
- \* Formatting Text
- \* Applying Colour To Text
- \* Text Alignment In A Text Box
- \* Importing and Wrapping Text
- \* Checking Spelling

### TEXT TECHNIQUES

- \* Text Columns
- \* Using Baseline Guides
- \* Paragraph Spacing
- \* Linking Text Boxes
- \* Drawing Text Boxes Accurately
- \* Text Box Margins
- \* Hyphenation

### TEXT STYLES

- \* Creating and Applying Text Styles
- \* Modifying A Style
- \* Creating A Style By Example
- \* Changing A Style By Example

### TABS AND LISTS

- \* Overview Of Tabs And Lists
- \* Creating Tabs and Leader Tabs
- \* Creating Bulleted Lists
- \* Creating Numbered Lists

### TABLES

- \* Entering Text In A Table
- \* Changing Font Size In Tables
- \* Changing Rows and Columns
- \* Applying Borders/Shading To A Table
- \* Aligning And Indenting In Tables
- \* Merging Cells In A Table
- \* Applying BorderArt To Tables
- \* Working With Cell Borders
- \* Inserting Table Rows

### MAIL MERGE

- \* Creating A Data Source
- \* Creating A Mail Merge Publication
- \* Showing Merge Results
- \* Sorting A Merge
- \* Filtering Data
- \* Merge Printing
- \* Clearing A Filter

### DRAWING

- \* Creating AutoShapes
- \* Copying And Moving Shapes
- \* Formatting AutoShapes
- \* Drawing and Formatting Lines
- \* Ordering and Grouping Objects
- \* Using The Design Gallery

### WORDART

- \* Creating WordArt
- \* Formatting WordArt
- \* Adjusting Shadows In WordArt
- \* Using AutoShapes With WordArt
- \* Creating WordArt From Existing Text
- \* Centring And Spacing WordArt

### STATIONERY AND PAGE ORIENTATION

- \* Portrait And Landscape
- \* Setting Up Envelopes and Labels
- \* Setting Up Folded Cards

### LAYOUT AND PAGE TECHNIQUES

- \* Creating A Blank Publication
- \* Creating Grid Guides
- \* Moving Grid Guides
- \* Inserting And Deleting Pages
- \* Creating Headers
- \* Creating Left And Right Page Margins
- \* Creating Page Numbers And Footers
- \* Creating A Template
- \* Using A Template