

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