

## 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

### MICROSOFT PUBLISHER 2016

- \* Opening Publisher 2016
- \* The Publisher 2016 window
- \* Closing Publisher and saving files

### CREATING A PUBLICATION

- \* Selecting a publication type and template
- \* Opening an existing publication
- \* Using colour schemes
- \* Modifying the font scheme

### TEXT FORMATTING

- \* Creating a text box and entering text
- \* Selecting text
- \* Modifying font colour & fonts
- \* Modifying line spacing
- \* Modifying text alignment
- \* Inserting drop caps
- \* Inserting symbols
- \* Inserting the date and time
- \* Using the format painter
- \* Using undo and redo
- \* Using kerning, tracking & scaling
- \* Inserting bullets & numbers

### PAGE FORMATTING

- \* Inserting pages
- \* Moving and deleting pages
- \* Inserting page numbers
- \* Inserting sections
- \* Inserting headers and footers
- \* Creating left and right page margins

### 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

### TEXT BOXES

- \* Inserting and Moving a text box
- \* Modifying text box direction
- \* Resizing a text box
- \* Text fit
- \* Deleting a text box

### ARRANGING OBJECTS

- \* Displaying the rulers
- \* The horizontal and vertical guides
- \* The layout guides dialog box
- \* Baseline, grid and margin guides
- \* Align commands
- \* Distribute and Nudge commands

### PERSONALISING THE PUBLICATION

- \* Customizing the background
- \* Applying a colour scheme
- \* Creating a customised colour scheme
- \* Deleting a colour scheme
- \* Applying, creating & deleting a font scheme
- \* Inserting information into a publication
- \* Creating and editing a new business information set

### TABLES

- \* Inserting and selecting tables
- \* Merging and splitting cells
- \* Deleting tables
- \* Using table AutoFormat
- \* Format table dialog box options
- \* 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

### MASTER PAGES

- \* Master pages
- \* Creating, editing and applying master pages

### PUBLISHER CUSTOMISATION OPTIONS

- \* Auto Recover options
- \* Auto Correct options
- \* Spelling options

### PROOFING AND PRINTING

- \* Spell checking a publication
- \* Print preview and zoom
- \* The design checker
- \* Printing options
- \* Packing a publication options

### STATIONERY AND PAGE ORIENTATION

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