

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.

This course is delivered over 1 full session.

COURSE OUTLINE

MICROSOFT PUBLISHER 2019

- * Opening Publisher 2019
- * The Publisher 2019 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