

Microsoft Publisher Introduction

2002 / 2003 / 2007

Duration: 1 day

Who Should Attend / Target Audience

The course has been developed for people wanting to create and edit published documents such as brochures and newsletters using a desktop publishing application.

Prerequisites

Participants need to be familiar with basic windows techniques such as opening, closing and saving files. Experience using Microsoft Word is an advantage.

Learning Outcomes

- Learn and use design techniques
- Understand the layout of a publication
- Use the design gallery for quick publications
- Create a publication from scratch
- Use formatting techniques on text and objects
- Create various types of publications i.e. brochures, letters, business cards and calendars

Course Content

Version: 18/12/09

Start Up Screen

Using a Page Wizard
Creating a Calendar
The Publisher Screen

Toolbars

How is a Page Created?
Selecting Objects
Page Views and Zoom Controls

Creating a Publication

Adding Text to a Flyer
Formatting Text
Line and Paragraph Spacing
Measurement Tool
Fill Colour and Borders

ClipArt

Accessing ClipArt
Previewing a Clip
Inserting a Picture
Cropping Pictures
Editing Wrap Points
Adding WordArt

Moving and Sizing Pictures

Helpful Mouse Pointers
Moving & Sizing Text Frames

Grouping and Ungrouping

Grouping and Ungrouping Objects
Removing Objects

Publication Setup

Page Setup
Layout Guides
Hiding Guides

Text Boxes

Text Colour and Shadow
Rotating Text Freely
Tabs and Bulleted Lists
Leader Characters

Adding AutoShapes

Drawing & Formatting Shapes
Flipping AutoShapes
Object Layering

Tables

Table Layout
Cell Merging, Shading & Font Colour
Adjusting Rows and Colour

Text Files

Exporting a Text File
Changing the File Type
Importing a Text File
Formatting the Text

Connecting Text Frames

The Connect Button
Jumping to Frames
Connecting Text
Continued from Notices

Wrapping Text

Frame and Irregular Wrap
Cropping Pictures
Editing Irregular Wrap

Text Box Properties

Columns
Irregular Wrap
Text Box Borders

Master Pages

Page Numbers
Formatting Page Numbers
Viewing the Page Numbers
Ignoring a Master Page
Deleting a Page

Layers

Mail Merge

Creating the Data Source
The Address List
Saving the Address List
An Address Block
Previewing the Publications
Performing the Merge

Printing

Tile Printing
Crop Marks
Banner Page Setup
Overlap Options

Create

A Letterhead
Business Cards
Envelopes
A Logo
An Attention Getter
A Coupon
A Newsletter
An Advertisement
Three Panel Brochure
A Banner

Next Level Course: n/a

Availability: In House Closed Group Public