



Introduction to Microsoft Publisher

(No manual provided. Other manuals can be arranged with prior notice for a small fee.)

Course Objectives

At the end of the course participants will be able to:

- Plan and Design a Publication
- Start a New Publication and work with frames and text
- Work with Graphics and Drawing tools
- Insert objects into a Publication
- Print the Publication

Course Outline

Getting Started

- An overview of Microsoft Publisher
- Opening a publication
- The Publisher window
- Changing Views

Planning and Basic Design

- Basic design principles
- Addition design tips

Starting a new publication

- Creating a new publication
- The Page Layout wizard
- Saving a publication
- Editing text

Working with Text

- The object tools
- Adding a text frame to a publication
- Moving and resizing a frame
- Deleting a text frame
- Aligning objects

Formatting Text

- Changing font and point size
- Using the format menu
- Borders
- Working with Indents
- Working with bullet points
- Tabs

Graphics

- Inserting a clipart picture
- Scaling pictures
- Cropping
- Moving pictures

Working with Drawing Tools

- Using the drawing tools
- Drawing simple lines and boxes
- Using the custom shapes tool

Inserting Objects

- Inserting Tables
- Adding information to a table
- Inserting other objects



ianfraserconsulting
Learning & Development Consultants

WordArt and Wizards

- Editing a WordArt object
- Object Wizards

Printing

- Print Setup
- Preparing print jobs for outside printing
- Creating a Web Site

Design Gallery

- The design gallery
- Working with Tables
- Editing a table
- Mail Merge
- Creating a Mail Merge

Working with Colour

- Changing colour schemes
- Layering Objects
- Working with layout guides
- Working with multiple objects

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.