



MS Publisher

Overview:

You're starting Microsoft Office Publisher, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, amongst others, for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

You will create, format, revise, and print publications.

This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher to create, layout and edit publications.

Prerequisites

- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close
- Save a file
- Use the Save As option

Delegates will learn how to

- Create a one-page publication
- Modify a publication's layout and structure
- Format text in a publication
- Edit contents in a publication
- Format graphics
- Prepare a publication for distribution

Course Outline.

Lesson 1: Getting Started with Publisher

- Topic 1A: Identify the Components of the Publisher Interface
- Topic 1B: Customise the Publisher Interface
- Topic 1C: Create a Basic Publication



- Topic 1D: Add Content to a Publication

Lesson 2: Modifying the Layout and Structure of a Publication

- Topic 2A: Import Text into a Publication
- Topic 2B: Organise Text Boxes and Picture Placeholders in a Layout
- Topic 2C: Control the Display of Content in Text Boxes
- Topic 2D: Insert Common Layout Elements
- Topic 2E: Use Building Blocks

Lesson 3: Formatting Text in a Publication

- Topic 3A: Format Text
- Topic 3B: Format Paragraphs
- Topic 3C: Apply Paragraph Styles
- Topic 3D: Apply Schemes

Lesson 4: Editing Content in a Publication

- Topic 4A: Edit Text in a Publication
- Topic 4B: Present Content in Tables
- Topic 4C: Review Text in a Publication
- Topic 4D: Insert Symbols and Special Characters

Lesson 5: Formatting Graphics in a Publication

- Topic 5A: Customise the Appearance of Pictures
- Topic 5B: Add Graphical Objects to a Publication

Lesson 6: Preparing a Publication for Distribution

- Topic 6A: Check the Design of a Publication
- Topic 6B: Save a Publication for Distribution
- Topic 6C: Preview and Print a Publication
- Topic 6D: Send a Publication by Email