

MICROSOFT PUBLISHER - ESSENTIALS

COURSE LISTING

On this 1 day Introduction to MS Publisher 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. Microsoft Publisher is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web.

Time is available for practice exercises and to build skill during this day. Duration: 1 Day

Introducing Publisher

- What is Microsoft Publisher?
- The Screen Setup
- Displaying Publisher Documents

Creating a Publication

- Creating a Publication from a Template
- Saving a Publication
- Colour & Font Schemes
- Business Information Sets

Working with Text Boxes & Tables

- Inserting and Manipulating Text Boxes
- Fonts & Other Text Effects
- Alignment
- Bullet Points and Numbering
- Moving, Copying & Deleting Text Boxes
- Linking Text Boxes
- Importing Text
- Spell Checker/Search & Replace

Tables

- Inserting and working with a Table
- Setting tabs in a table
- Table Formats
- Working with Excel worksheets in a Publication

Pictures & Shapes

- Inserting & working with Pictures
- Moving, resizing, cropping & rotating pictures
- Watermarking Pictures
- Pictures Styles & Shapes
- Captioning & Compressing Pictures

Shapes

- Working with Shapes
- Inserting & Formatting a Shape
- Grouping, Aligning, Distributing & Stacking Shapes
- Setting Transparency

Working with Guides

- Using Grid Guides to lay out a Publication
- Using Ruler Guides to line up objects in a Publication
- Working with the Screen Rulers
- Baseline Guides
- Viewing the Size & Position of an Object
- Changing the Units of Measure

Pages & Master Pages

- Inserting & Deleting Standard Pages
- Understanding Master Pages
- Creating a Two Page Spread
- Headers, Footers and Page Numbers
- Setting the Page Margins
- Setting a Printable Background

Creating a Newsletter & Poster

- Step by Step guide to creating a Newsletter & Poster

Finalising your Publication

- Printing your Publication
- Using the Design Checker
- Printing your Publication Commercially
- Colour Modes
- Creating a Bleeds for Commercial printing

Publisher & Mail Merge

- Looking at Publisher's Powerful Mail Merge capabilities