

PerCom Solutions



MICROSOFT PUBLISHER

LEVEL: INTRODUCTION

DURATION: 1 Day

AUDIENCE: An Introduction into creating publications for people new to Publisher who have keyboard skills and a good understanding of using PC's in a Windows environment.

OBJECTIVES: On completion of the course delegates will be able to produce and print: Newsletters; Brochures; Posters; Flyers and use the Drawing Tools.

COURSE OUTLINE

Introduction:

- The Publisher Screen
- Publisher Views
- Understanding Menu Commands
- Understanding Dialogue Boxes
- Getting Help in Publisher

Working With Text:

- Text Formatting
- Paragraph Formatting
- Text Styles
- Story Frames
- Flowing Text

Creating Publications:

- Using Wizards
- Using Designs
- Blank Publications
- Page Setup/Printing
- Background Working
- Rulers & Grids
- Snapping to Guides

Drawing:

- Rectangles/Circles
- Lines/Arrows
- Custom Shapes
- Selecting Objects
- Aligning/Grouping
- Sizing/Moving Objects
- Changing Attributes

The Design Gallery:

- Using the Gallery
- Mastheads/Sidebars
- Calendars
- Others

Working with Frames:

- Text Frames
- WordArt Frames
- Table Frames
- Picture Frames

Working with Tables:

- Creating Tables
- Cells/Rows/Columns
- Insert/Format Text
- Table Styles

Working with Pictures:

- Inserting Pictures
- Inserting ClipArt
- Sizing/Cropping
- Adding Captions