Publisher Essentials
1 Day

Pre-requisites

To gain the most from this course, participants need to have a basic knowledge of Windows. Users must have a working knowledge of at least one other Windows application.

Description

Do you need to:

- Easily create professional looking documents such as newsletters, flyers, or business cards
- Learn how to use powerful tools to make designing and creating a good publication simple
- Learn to manage blocks of text in newsletters and other multi-page publications

Aim

This course aims to provide you with the skills and knowledge necessary to create attractive, well-structured publications.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Understand what Microsoft Publisher is
- Use some fundamental design and layout concepts
- Format text and modify paragraph properties
- Create and modify multi-page publications, insert pages, add continued notices, work with master pages, import text, and create columns
- Insert and modify AutoShape objects, crop pictures, wrap text around a picture, rotate and flip pictures, and create and modify WordArt objects
- Link data from other applications
- Print a publication, and prepare a publication for external printing

Topics Covered

Key topics covered on this course include:

Getting started

- The Publisher interface
- Publisher toolbars
- Basic navigation and zooming

Basic documents

- Text basics
- Inserting pictures
- Object positioning and arranging

Multi-page publications

- Multi-page layouts
- Working with master pages
- Creating and applying master pages

Working with text

- Controlling text flow
- Linking and unlinking text boxes
- Continuation notices
- Paragraph formatting

Tables

- Creating, formatting and managing tables

Layout and design techniques

- Text boxes
- Graphics
- Stacking and grouping objects

Finalising documents

- Printing and pdf
- The Design Checker
- The Pack and Go Wizard