



MICROSOFT PUBLISHER

Introduction to the Course

A one-day course aimed at delegates who are not familiar with Microsoft Publisher or who are converting to Office. Delegates will learn how to utilise all the main features in Publisher to prepare top quality Desk Top Publications (DTP).

Pre-requisites

Ideally, candidates should have knowledge of using Microsoft Applications or equivalent. Use of the Mouse and be familiar with Windows.

Course Content

Creating Documents

- Use the Page Wizard
- Starting from scratch
- Saving/Closing/Opening/Printing
- Find/Replace
- Spell Check

Text Tools

- Draw Text Frame
- Bold/Italics/Underlining
- Character Spacing/Animations
- Further Attributes
- Defaults

Editing Tools

- Undo/Redo
- Cut/Copy/Paste
- Format Painter

Using Help/Office Assistant

Headers/Footers

- General Settings

WordArt

- Creating
- Editing
- Formatting
- Moving/Sizing/Deleting

Draw Tools

- Adding/Replacing
- Rotating
- Grouping Shapes

Tables

- Creating Tables
- Formatting
- Editing Tables
- Rows/Columns
- Merge Cells
- Tables from Word
- Deleting

Pages

- Adding/Zoom
- Printing

Paragraph Formatting

- Left Alignment
- Centre Alignment
- Right Alignment
- Justify
- Line Spacing 1, 1½, 2
- Indents/Bullets/Numbering
- Tabulations

Pictures

- Adding Clip Art
- Changing/editing
- Resizing
- Deleting/Borders
- Wrapping Text Around

Proofing Tools

- Spell Checking
- Grammar Checking
- Adding/Deleting to Dictionary