

Introduction to the Course	<p>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).</p>
Objectives	<p>A one-day course which is aimed at delegates who want to become familiar with using Microsoft Publisher. Enabling you to create Publication's that look modern, using new techniques and styles.</p>

Course Content

<p>Creating A Publication Selecting a publication type and template Using page options Using colour schemes Using font schemes Using quick publication options</p> <p>Text & Pages Entering text Selecting text Modifying font colour Modifying the font size Modifying the font type Modifying line spacing Modifying text alignment Inserting drop caps Inserting symbols Inserting the date and time Using the Format Painter Using Undo and Redo</p> <p>Paragraph Manipulation Inserting bullets Inserting numbers AutoFit options</p> <p>Page Manipulation Inserting/Moving/Deleting Inserting page numbers Inserting sections Inserting headers and footers</p>	<p>AutoShapes Inserting AutoShapes Modifying AutoShape properties Grouping and ungrouping AutoShapes Rotating and flipping AutoShapes</p> <p>WordArt Inserting a WordArt object Modifying WordArt properties</p> <p>Arranging Objects The horizontal and vertical guides The Ruler The Layout guides dialog box Margin guides Align commands Distribute commands Nudge commands Snap commands</p> <p>Colour Schemes Applying a colour scheme Editing a colour scheme</p> <p>Clipart & Pictures Inserting clipart Inserting a graphic The Picture Toolbar</p>	<p>Inserting Business Information Inserting information to a publication Creating a new Business Information Editing your information</p> <p>Tables Inserting tables Selecting tables Merging/Splitting cells Using Table AutoFormat Using the Format Table dialog</p> <p>Text Boxes Inserting a text box Moving a text box Modifying text box direction Resizing a text box AutoFit</p> <p>Master Pages Creating master pages Editing master pages Applying a master page</p> <p>Styles Creating a style Modifying a style Applying a style Deleting a style</p>
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