MS PUBLISHER

Computer Smart
TRAINING CENTRE

This course is designed for participants who are new to desktop publishing. You will learn how to create, edit, format and print publications; work with frames, views, screen features, layout guides, rulers, backgrounds and Templates; insert tables, graphic, clip art, drawing objects and text frames; and explore Publishers many time-saving features.

Publisher Orientation:

- Publisher Basics
- Understanding The New Publication Task Pane
- Using The New Publication Task Pane
- Viewing The New Publication Task Pane
- The Publisher Screen
- Understanding Menus
- Working With Menus
- Publisher Toolbars & Ribbon
- Working With Toolbars & Ribbon

Publisher Essentials:

- Creating A Personal Information Set
- Understanding Publications For Print
- Creating A Publication For Print
- Saving A Publication
- Using Print Preview
- Printing A Publication
- Closing A Publication
- Opening An Existing Publication
- Navigating Between Pages

Stationery & Page Orientation:

- Portrait & Landscape
- Setting Up Envelopes
- Setting Up Labels
- Setting Up Folded Cards

Objects & Frames:

- Tips For Planning A Publication
- The Building Blocks Of Publications
- Understanding Design Sets
- Creating A Calendar By Design
- Deleting Objects & Frames
- Resizing Objects & Frames
- Moving Objects & Frames
- Nudging Objects & Frames
- Grouping Objects & Frames
- Layering Objects
- Inserting A Picture Frame
- Aligning Frames & Objects
- Fill Effects In Frames
- Objects & Frames Quick

WordArt:

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centring And Spacing WordArt
- WordArt Quick Reference

Text Styles:

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example

Tabs & Lists:

- Overview Of Tabs & Lists
- Creating Tabs & Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Tables:

- Creating A Table
- Entering Text In A Table
- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
- Applying Borders To A Table
- Applying Shading To A Table
- Aligning And Indenting In Tables
- Merging Cells In A Table
- Applying Border Art To Tables
- Working With Cell Borders
- Inserting Table Rows

Mail Merge:

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Cancelling A Filter

Text:

- Creating A Text Box
- Formatting Text
- Applying Colour To Text
- Text Alignment In A Text Box
- Importing Text
- Wrapping Text
- Checking Spelling

Text Techniques:

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes accurately
- Text Box Margins
- Hyphenation

Drawing:

- Creating AutoShapes
- Copying And Moving AutoShapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using The Design Gallery