making *IT easier*

Microsoft Publisher Core – Profile

jargon

Publisher is a desk top publishing tool used for creating amongst other things newsletters, brochures, business cards, postcards, and flyers. It is possible to create a publication from scratch or use one of the many onboard templatel designs available in Publisher.

Pre-requisites

To fully benefit from this course, attendees are expected to be confident users of Windows and be familiar with the following Launch and close programs.
- Navigate to information stored on the computer.
- Manage files and folders.
- Select text.

A basic understanding of word-processing concepts is also desirable.

Who Would Benefit

Users with a basic understanding of Microsoft Windows and Microsoft Word with a need to learn how to use Microsoft Publisher to create, layout and edit publications.

Objectives

On completion of the course, delegates will be able to:

- ☑ Create,
- ☑ Manage,
- ☑ Revise,
- ☑ Distribute publications.

Course size: Maximum 6 delegates

Duration: One day

Course Content

Creating a Basic Publication

Examine the Publisher Environment
Create a Publication from a Publication Design
Replace Design Object Placeholders
Save a Publication
Create a Blank Publication
Display Ruler Guides
Add Text
Insert a Picture from a File

Editing Content in a Publication

Edit Text in a Publication
Research Information
Find and Replace Text
Check Spelling

Formatting a Publication

Format Text
Apply Schemes
Insert Symbols
Indent Paragraphs
Change Spacing Between Paragraphs
Control Paragraph Flow
Create Paragraph Styles
Format Text Boxes

Formatting Pictures in a Publication

Format Picture Frames
Crop a Picture
Wrap Text Around a Picture
Insert WordArt
Insert a Design Gallery Object

Preparing a Publication for Distribution

Check the Design of a Publication
Verify Pictures
Create a Newsletter to Email
Create a Web Page
Publish a Web Site
Preview and Print a Publication