



## MICROSOFT PUBLISHER – ADVANCED

Course Duration: 1 Day

### 1. Working with Publisher Defaults

#### 2. Text Boxes

- Using the Measurements Toolbar
- Sizing/Moving Text Boxes
- Moving text boxes without changing horizontal/vertical position
- Using Format Painter
- Text Overflow symbol
- Text Connecting Toolbar
- Importing Text Files doc/rtf etc – Insert, Text File
- Autofit Text
- Paragraph/Line Spacing
- Tabs/Indents/Lists
- Text Style

#### 3. Draw Tools/Objects/Pictures

- Drawing Perfect Lines, Ovals, Rectangles
- Drawing Custom shapes
- Grouping/Ordering
- Working with Ruler Guides
- Duplicating objects
- Resizing/Rotating/Cropping Objects
- Importing images/Pictures
- Recolouring Pictures
- Centring Objects on the Page
- Moving Objects with Super Nudge

#### 4. Borders/Border Art

- Creating Borders
- Applying Border Art

#### 5. Tables

- Create Tables
- Add/Resize Rows & Columns
- Delete Rows & Columns
- Merging Cells
- Cell Alignment
- Borders through Line/Border Style

#### 6. Master Pages

- Adding Master Pages
- Modifying/Deleting Master Pages
- Headers/Footers
- Page Numbers
- Sectioning

#### 7. Publication Wizards

#### 8. Personal Information

- Creating Personal Information Set
- Creating a Publication by Wizard
- Creating a Publication By Design (Sets)

#### 9. Styles

- Creating Styles
- Modify Style
- Deleting Styles

#### 10. Creating Diagrams

#### 11. Working with Web Pages

- Creating a Web Page
- Creating hyperlinks
- Modifying hyperlinks
- Working with hot spots

#### 12. Mail merge

- Creating data sources
- Merging data sources with publications
- Sorting and filtering
- Completing and cancelling a merge

#### 13. Preparing Documents for Commercial Printing