

# Microsoft Publisher Advanced

## OBJECTIVES

Create and work with master pages, styles, web pages, mail merge and diagrams; making a publication user friendly for commercial print houses.

**Duration:** 1 Day

1. **WORKING WITH PUBLISHER DEFAULTS**
2. **MASTER PAGES**
  - Add Master Pages
  - Modify/Delete Master Pages
  - Headers/Footers
  - Page Numbers
  - Sectioning
3. **PUBLICATION WIZARDS**
4. **PERSONAL INFORMATION**
  - Create Personal Information Set
  - Create a Publication by Wizard
  - Create a Publication By Design (Sets)
5. **STYLES**
  - Create Styles
  - Modify Style
  - Delete Styles
6. **CREATE DIAGRAMS**
7. **WORKING WITH WEB PAGES**
  - Create a Web Page
  - Create hyperlinks
  - Modify hyperlinks
  - Work with hot spots
8. **MAIL MERGE**
  - Create data sources
  - Merge data sources with publications
  - Sort and filter
  - Complete and cancel a merge
9. **DOCUMENTS FOR COMMERCIAL PRINTING**