

Microsoft Publisher Introduction

OBJECTIVES

Create, format, edit, and distribute publications.

Duration: 1 Day

1. GETTING STARTED

- What is Publisher?
- Publisher Catalogue Screen
- Elements of the Publisher Screen
- Getting Help

2. CREATING A PUBLICATION

- Create a Blank Publication
- Setup a Printer; Set Working Preferences
- Set the Page Layout; Using Zoom
- Introduce Objects and Frames
- The Objects Toolbar; Creating a Frame
- Text Frames; Flowing Text into Frames
- Import Text Files; Undo and Redo
- Save Work in Progress

3. WORKING WITH TEXT

- Open an Existing Publication
- Copy/Move/Delete Text
- Change Text Fonts; Text Alignment
- Line Spacing/Paragraph Spacing
- BorderArt
- Creating Reversed Out Text
- Rotate Text
- Spellchecker

4. MULTI-PAGE PUBLICATIONS

- Insert New Pages/Navigate between Pages
- Delete/Copy a Page
- Flow Text Across Pages

5. GRAPHIC OBJECTS

- Import Images; Use the Clip Art Gallery
- Resize a Picture; Cropping a Picture
- Recolour a Picture; Rotating a Picture
- Centre Objects on a Page

6. DRAWING TOOLS

- Draw Lines/Ovals/Rectangles
- Draw Custom Shapes; Grouping
- Tables
- Create Tables
- Add/Resize Rows and Columns
- Delete Rows and Columns
- Apply Borders to a Table

7. BACKGROUND PAGE

- Working with the Background Page
- Headers and Footers
- Page Numbering

8. PUBLICATION WIZARDS

- Create a Publication by Wizard
- Create a Publication by Design
- Create a Personal Information Set

9. PRINT PUBLICATIONS

- Preview a Publication
- Change Page Layout; Print a Publication