Course Content

Microsoft Publisher Intro

Format: One Day
Max Capacity 6

The features of Publisher enable the user to combine text with pictures and drawings to create a range of publications. This course has been developed for people with little or no knowledge of desktop publishing, however previous experience of Windows and use of word is useful.

Course Content

• Identify the Publisher screen elements
• Examine the backstage view
• Understand and display viewing tools
• Enter and edit business information
• Set the page layout
• Use guides
• Create and format text objects
• Create and format table objects
• Create and format WordArt objects
• Add and edit pictures from file, picture
• Placeholders and clipart
• Draw shapes and format shapes
• Work with borders and accents
• Rotate, arrange and group objects
• Import text from Word documents
• Insert page parts
• Insert calendars
• Insert Advertisements
• Work with masters
• Publish publication as a PDF
• Use Publisher templates
• Created folded booklets
• Mail Merge your publication

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