

Publisher Overview

Course Duration

1 Day

Objectives & Expected Outcomes

To be able to create and modify professional publications

To be able to create a Business Information Set

To be able to use Master Pages, Building Blocks and Templates

Be able to print and understand the implications, especially with multi-page documentation

Pre-Requisites

Delegates should be familiar with the windows environment, using a mouse and experience in other Office software would be advantageous.

Subjects

Getting Started with Publisher

What is Microsoft Publisher? | Elements of the Publisher Screen | The Title Bar | Menus/Toolbars (2007 and earlier versions) | The Ribbon/Backstage View/The Quick Access Toolbar (2010) The Status Bar | Open a publication | Close a publication

Creating a Publication

Creating a new publication | Using the Business Information Set | Setting the Page Layout | Introduction to objects | Creating and inserting Building Blocks | Using zoom | Saving a publication

Working with Text

Adding text | Editing, moving and copying text | Text formatting and Effects | Line spacing and paragraph spacing | Inserting text boxes | Linking text boxes | Import text | Check spelling | Typography

Working with Objects

Inserting pictures (One-Stop) | Understanding the Scratch Area | Formatting pictures and Effects | Swapping Pictures | Applying Pictures to Backgrounds | Applying captions to pictures | Flipping and rotating objects | Aligning objects on a page and with other objects | Grouping objects

Creating Multi-Page Publications

Inserting new pages | Navigating between pages | Deleting pages | Creating sections in a publication | Inserting hyperlinks | Using bookmarks

Working with Master Pages and Templates

Create a new Master Page | Apply Master Pages | Using Headers and Footers | Insert page numbers | Create a new template | Create a new publication from a template

Publishing and Printing Publications

Print a publication | Using Mail Merge | Check the design of a publication | Use Pack and Go | Photo Centre Printing | Publish in PDF
