

Mastering Microsoft Publisher

Half Day 12.30pm to 3.30pm | \$150+GST per person | Maximum 4 in the class

The aim of this course is to teach participants how to use all the important aspects of Publisher. This is a comprehensive cover of creating publications that incorporate Text Boxes (linked and unlinked), Pictures and Photographs, Tables, Diagrams and Building Blocks. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Publisher course in a very long time or those making the transition from an older version of Publisher. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCTION TO PUBLISHER SCREEN

<input type="checkbox"/> TITLE BAR, QUICK ACCESS TOOLBAR & RIBBON	<input type="checkbox"/> STATUS BAR, ZOOM CONTROLS & RULERS
<input type="checkbox"/> MARGIN GUIDS, GUIDELINES & SCROLL BARS	<input type="checkbox"/> PAGE MANAGEMENT; INSERT & DELETE
<input type="checkbox"/> OPEN, CLOSE AND PRINT A PUBLICATION	<input type="checkbox"/>

TEXT FRAMES

<input type="checkbox"/> CREATE A TEXT FRAME	<input type="checkbox"/> DELETE A FRAME
<input type="checkbox"/> RESIZING FRAMES	<input type="checkbox"/> MOVING FRAMES
<input type="checkbox"/> UNDO & REDO	<input type="checkbox"/> SAVING A PUBLICATION
<input type="checkbox"/> AUTOMATIC SAVING	<input type="checkbox"/> ADDING TEXT TO TEXT BOXES

FORMATTING TEXT AND TEXT BOXES

<input type="checkbox"/> SELECTING TEXT IN TEXT BOX FRAMES	<input type="checkbox"/> ALL FONT FORMATTING OPTIONS
<input type="checkbox"/> ALL PARAGRAPH FORMATTING OPTIONS	<input type="checkbox"/> DROP CAPS

CONNECTING TEXT BOXES

<input type="checkbox"/> ADDING "CONTINUE" NOTICES	<input type="checkbox"/> COLUMNS IN A TEXT FRAME
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PICTURES and PHOTOGRAPHS

<input type="checkbox"/> INSERT OBJECTS	<input type="checkbox"/> RESIZE GRAPHICS VISUALLY OR SPECIFICALLY
<input type="checkbox"/> WRAP TEXT & MOVING GRAPHICS	<input type="checkbox"/> RECOLOUR & CROP IMAGES
<input type="checkbox"/> CONTRAST & BRIGHTNESS	<input type="checkbox"/> COMPRESS & RESET PICTURE

WORDART

<input type="checkbox"/> CREATE WORDART OBJECT	<input type="checkbox"/> WORDART STYLE & TEXT
<input type="checkbox"/> WORDART SHAPE & COLOUR	<input type="checkbox"/> WORDART SHADOW & 3D EFFECTS
<input type="checkbox"/> EVEN HEIGHT & VERTICAL TEXT	<input type="checkbox"/> WORDART ALIGNMENT
<input type="checkbox"/> WORDART CHARACTER SPACING	<input type="checkbox"/> SET WORDART SIZE
<input type="checkbox"/> TEXT WRAPPING	<input type="checkbox"/> THE SCRATCH AREA

TABLES

<input type="checkbox"/> INSERT & FORMAT A TABLE	<input type="checkbox"/> TYPING TEXT IN A TABLE
<input type="checkbox"/> CHANGING THE LAYOUT OF A TABLE	<input type="checkbox"/> INSERT & DELETE ROWS AND COLUMNS
<input type="checkbox"/> RESIZE ROWS AND COLUMNS	<input type="checkbox"/> MERGE CELLS & APPLY BORDERS & SHADING

MASTER

<input type="checkbox"/> TO MOVE TO THE MASTER PAGE	<input type="checkbox"/> HEADERS AND FOOTERS & WATERMARKS
<input type="checkbox"/> CREATING A WATERMARK	<input type="checkbox"/>

BUILDING BLOCKS

<input type="checkbox"/> INSERT BUILDING BLOCKS	<input type="checkbox"/> MANIPULATE BUILDING BLOCKS
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DIAGRAMS

<input type="checkbox"/> INSERT DIAGRAM AND ADD TEXT	<input type="checkbox"/> INSERTING ADDITIONAL SHAPES
<input type="checkbox"/> ADD AND MODIFYING TEXT	<input type="checkbox"/> MODIFYING ILLUSTRATIONS AND SHAPES
<input type="checkbox"/> ROTATING SHAPES OR OBJECTS	<input type="checkbox"/> ARRANGING SHAPES
<input type="checkbox"/> GROUPING OBJECTS	<input type="checkbox"/> ALIGNING OBJECTS
<input type="checkbox"/> PROOFING	<input type="checkbox"/> UNGROUPING OBJECTS

MICROSOFT PUBLISHER KEYBOARD SHORTCUTS