

Publisher Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment. Some word processing experience is helpful.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Getting Started

the Publisher application window • Publisher menus and toolbars • resetting the working folder • entering personal information • using help • exiting from Publisher

Creating a Letterhead

the Publisher catalogue • using the letterhead wizard • zooming in and out of a publication • saving a publication • printing a publication • closing a publication • using the snap to options

Creating a Flyer

the quick publication wizard • inserting a personal information component into a publication • inserting a clip art frame into a publication • combining and grouping frames

Creating a Newsletter

examining options in the Publisher design gallery • inserting a masthead into a publication • setting up columns in a publication • inserting an attention getter into a publication • creating a drop cap • adding a new page to a publication

Working with Frames

inserting a text frame into a publication • applying a fill colour to a text frame • reformatting text in a text frame • resizing and repositioning a text frame • resetting margins within a text frame • inserting a text file into a text frame

Working with Shapes

drawing rectangles, ovals and lines • drawing custom shapes • rotating and flipping a shape • changing the level of a shape

Additional Publisher Features

creating and applying a new style to text • finding and replacing text in a publication • inserting a picture frame into a publication

Publisher Dates 2009: 20 February