



Rock Solid Training Course Profile

Microsoft Publisher

One Day Course

Who is this training course suitable for?

Intending, new or recent users of Microsoft Publisher who want to gain a good grounding in how to use its features. Note : Basic familiarity with PCs in a Microsoft Windows environment is required..

Prerequisites

Prior experience of using a word processor would be beneficial but is not essential.

Benefits

This one-day training course teaches delegates the basics of using Microsoft Publisher. Delegates learn, in a hands-on, practical way, how to combine text with pictures and drawings on the screen to create a range of publications.

Course Syllabus

Creating a Basic Publication

- Examine the Publisher Environment
- Create a Publication from a Publication Design
- Replace Design Object Placeholders
- Save a Publication
- Create a Blank Publication
- Display Ruler Guides
- Add Text
- Insert a Picture from a file

Modifying a Publication's Layout and Structure

- Insert and Delete Pages
- Insert a Text File
- Size Text Boxes and Picture Frames
- Move Text Boxes and Picture Frames
- Connect Text Boxes
- Divide Text Boxes into Columns
- Move a Page
- Create and Use a Master Page

Editing Content in a Publication

- Edit Text in a Publication
- Research Information
- Find and Replace Text
- Check Spelling

Formatting a Publication

- Format Text
- Apply Schemes
- Insert Symbols
- Indent Paragraphs
- Change Spacing Between Paragraphs
- Control Paragraph Flow
- Create Paragraph Styles
- Format Text Boxes

Formatting Pictures in a Publication

- Format Picture Frames
- Crop a Picture
- Wrap Text Around a Picture
- Insert WordArt
- Insert a Design Gallery Object

Preparing a Publication for Distribution

- Check the Design of a Publication
- Verify Pictures
- Create a Newsletter to Email
- Create a Web Page
- Publish a Web Site
- Preview and Print a Publication
- Templates