



Microsoft Publisher

Create Publisher Objects

- Create objects for text and change properties
- Create tables and modify table objects
- Create WordArt and change formatting
- Insert Pictures and change picture properties
- Add shapes and customize shapes
- Insert Advertisements, Calendars and pre-built Page Parts

Working with a Publication

- Use Guides for layout
- Create a Master Page for consistent objects on pages
- Insert Headers & Footers

Working with Publisher Objects

- Enhance objects using a variety of fills

- Enhance objects with shadows and effects
- Rotate and flip objects
- Layer and group objects
- Align and distribute objects
- Apply columns and Drop Caps
- Work with wrap text options on pictures and text objects
- Add hyperlinks

Finishing Publications

- Export publications to PDF
- Use Publisher Mail Merge to E-mail publications
- Produce a Flyer
- Create a Publisher Template
- Create a folded booklet from a template
- Identify Publisher default options

Our 1-day Publisher course provides you with the skills to design your publications with ease. You explore the different object types you can place into publications as well as consolidating your skills by producing a flyer. Learn all you can do with Microsoft's desktop publishing program including merging to email.

