

Microsoft Publisher One Day Course

Course Objectives

- Identify the Publisher screen elements
- Examine the backstage view
- Understand and display viewing tools
- Enter and edit business information
- Set the page layout
- Use guides
- Create and format text objects
- Create and format table objects
- Create and format WordArt objects
- Add and edit pictures from file, picture placeholders and clipart
- Draw shapes and format shapes
- Work with borders and accents
- Rotate, arrange and group objects
- Import text from Word documents
- Insert page parts
- Insert calendars
- Insert Advertisements
- Work with masters

- Publish publication as a PDF
- Use Publisher templates
- Create folded booklets
- Mail Merge your publication

Explanation / Example

Look at the different parts of the screen and ensure areas can be re-displayed if they disappear

Use the backstage view – things to do with the publication file itself, e.g. save and send. print

Rulers, baseline, boundaries, scratch area – useful tools to help when laying out objects and designing

Business information adds automatically to certain object types – enter it to use by default

e.g. Folded document, portrait or landscape page, A4 or A5

Break the publication into different areas by dragging guides - to help line things up

Create and work with objects that contact text – set text box tools options

Create tables to hold columns and rows of information and apply colours and table styles

Fancy Art work applied to typed text – many effects to apply

Include pictures from a digital camera, company logos and pictures from the clipart gallery. Apply the many tools available to format the pictures with exciting effects

Draw shapes; fill them with colours, text and patterns. Use shortcuts to duplicate and size

Apply fancy borders and graphical elements around object to enhance their appearance

Aligning objects, distributing objects evenly across the page, rotating and grouping objects

If you have text already available in a Word document, it can be imported

Pre-created design objects that can be inserted and amended for your use.

Add calendar elements to show dates for advertised events

Add pre built advertisement objects e.g. Special Offer, 10% off

Input common elements into a master page such as company logos and page numbers which automatically appear on pages within the publication

Save your publication as a Portable Document Format (PDF) for sending and viewing by others

Browse the huge gallery of templates to customise for your own use

Create booklets, tri-fold and booklet

Mail merge publication to insert personal address information on each publication