Microsoft Publisher

Course Code: ASKIP7

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fee: $299.60 (Inc. GST) per participant, SDF grant entitled

Course Dates: Refer to www.asktraining.com.sg/calendar.html

Course Outline

Getting Started
- Starting Out
- Working with Files
- Interacting with Publisher
- Getting Help in Publisher

Creating a Basic Publication
- Creating a Publication from the Getting Started Window
- Using the Format Publication Task Pane
- Adding Text
- Working with Pages

Doing More with Text
- Editing Text
- Editing Text with the Formatting Toolbar
- Advanced Text Formatting
- Changing how Paragraphs Look

Adding to your Publication
- Adding Business Information
- Editing Tools
- Adding Graphics
- Editing Graphics
- Editing your Publication

Printing and Viewing your Publication
- Managing Windows
- Using Page Setup and Print Setup
- Using Print Preview
- Printing a Publication

Polishing your Publication
- Adding Headers and Footers
- Using Colour Schemes
- Using Font Schemes

Using Text Boxes
- Working with Text Boxes
- Editing Text Boxes
- Doing More with Text Boxes
- Linking Text Boxes

Arranging Objects
- Using the Ruler to Set Guides
- Modifying Guides
- Using the Layout Guides Dialogue
- Snapping, Aligning, and Distributing Objects

Completing your Publication
- Saving your Files
- Using Commercial Printing Tools
- Preparing your Publication
- Sending your Publication
- Merging your Publication

Making a Publication Consistent
- Creating Master Pages
- Using Master Pages
- Using Styles
- Managing Styles

Enhancing your Publication
- Using Objects
- Adding Tables
- Editing Tables
- Manually Formatting a Table

Adding Graphics
- Adding WordArt
- Editing WordArt
- Adding AutoShapes
- Editing AutoShapes
- Working with AutoShapes

Inside Publisher
- Setting Publisher Options
- Setting Language Options
- Customizing Publisher