

# Publisher

## What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

## How long is the course?

2 Days

## Who should attend?

This course is designed for people who desire to gain the necessary skills to create newsletters, brochures, business cards, postcards, flyers, among others for print, email and the Web.

## What will be covered

### The Publication Environment

- Start Publisher
- Understand the screen layout
- Use publisher help options
- Understand Guides
- Open and close publications

### Create a Publication

- Create a new publication
- Insert a blank page
- Understand page options
- Create a mail merge publication

### Modify a publication

- Edit and format text
- Create, format and link text boxes
- Use and manipulate columns
- Create custom borders
- Add backgrounds
- Work with building blocks

### Work with objects

- Insert and format shapes
- Move and copy objects
- Insert Online pictures & pictures from files
- Format objects
- Create and manipulate WordArt
- Create and manipulate Tables
- Create and manipulate Charts

### Work with Text

- Create a bullet and numbered list
- Drop Cap
- Symbols
- Paragraph and Line spacing

### Customise a publication

- Use Templates
- Use Design Schemes

### Prepare a publication

- Add headers and footers
- Print preview and print publications