

**Duration:** Half day

**Associated courses:** None

<b>Description</b>	<b>Pre-requisites</b>
This course is designed for users who would like to put together professional publications, such as newsletters, flyers, business cards and other business stationery.	Many participants of this course have basic skills such as text editing and working with tables and graphics. Although not essential, students with these skills will be able to spot many parallels as they use Publisher.

## CONTENTS

<p><b>Overview</b></p> <ul style="list-style-type: none"><li>Getting acquainted with the Publisher screen</li><li>Creating a publication using a wizard</li><li>Creating a blank publication</li><li>Using Design Sets</li><li>Changing the magnification</li></ul> <p><b>Publisher essentials</b></p> <ul style="list-style-type: none"><li>Create, save, close, open and print publications</li><li>The importance of planning</li><li>Working with frames</li><li>Using layout guides, margin guides and ruler guides</li><li>Undo and re-do</li><li>Copy and paste techniques</li></ul> <p><b>Help!</b></p> <ul style="list-style-type: none"><li>Where to turn for help</li><li>Using the Office Assistant</li><li>Using Publisher help</li></ul>	<p><b>Working with tables</b></p> <ul style="list-style-type: none"><li>Creating a table</li><li>Selecting, inserting and deleting rows/columns</li><li>Navigating a table</li><li>Setting table borders</li><li>Using BorderArt</li><li>Merging cells</li></ul> <p><b>Working with text</b></p> <ul style="list-style-type: none"><li>Creating a text frame</li><li>Applying line colours and fill effects</li><li>Changing the font characteristics</li><li>Changing the character and line spacing</li><li>Aligning the text</li><li>Importing text</li><li>Adding and linking additional text frames</li><li>Navigating text frames</li><li>Splitting text into columns</li><li>Using Drop Caps</li><li>Adding graphics to text</li><li>Variable size text frames</li><li>Changing the page layout</li></ul>	<p><b>Using the Drawing toolbar</b></p> <ul style="list-style-type: none"><li>Drawing lines, arrows, rectangles, squares, circles, ovals and autoshapes</li><li>Changing the line, fill and font colour</li><li>Using Design Objects</li><li>Adding text to an object</li><li>Insert a clipart or picture</li><li>Selecting, aligning, nudging, spacing, grouping, layering, rotating and flipping objects</li><li>Using WordArt</li></ul> <p><b>Mail merge</b></p> <ul style="list-style-type: none"><li>Creating or accessing a data source</li><li>Adding merge fields</li><li>Previewing the merge publication</li><li>Completing the merge</li></ul>
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