

Duration: Half day

Associated courses: None

Description	Pre-requisites
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>Overview</p> <ul style="list-style-type: none">Getting acquainted with the Publisher screenCreating a publication using a wizardCreating a blank publicationUsing Design SetsChanging the magnification <p>Publisher essentials</p> <ul style="list-style-type: none">Create, save, close, open and print publicationsThe importance of planningWorking with framesUsing layout guides, margin guides and ruler guidesUndo and re-doCopy and paste techniques <p>Help!</p> <ul style="list-style-type: none">Where to turn for helpUsing the Office AssistantUsing Publisher help	<p>Working with tables</p> <ul style="list-style-type: none">Creating a tableSelecting, inserting and deleting rows/columnsNavigating a tableSetting table bordersUsing BorderArtMerging cells <p>Working with text</p> <ul style="list-style-type: none">Creating a text frameApplying line colours and fill effectsChanging the font characteristicsChanging the character and line spacingAligning the textImporting textAdding and linking additional text framesNavigating text framesSplitting text into columnsUsing Drop CapsAdding graphics to textVariable size text framesChanging the page layout	<p>Working with graphics</p> <ul style="list-style-type: none">Using the Objects toolbarUsing Design ObjectsAdding text to an objectInsert a clipart or pictureSelecting, aligning, nudging, spacing, grouping, layering, rotating and flipping objectsUsing WordArt <p>Mail merging a publication</p> <ul style="list-style-type: none">Creating or accessing a data sourceAdding merge fieldsPreviewing the merge publicationCompleting the merge
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