

# PUBLISHER COURSE



## PUBLISHER

### Level:

For intermediate levels

### Prerequisites:

Basics of Windows (starting a program, maximising/minimising windows, closing a program, using the Windows file explorer). Ideally the student had some exposure to text formatting as well as objects (such as pictures, cliparts, tables, charts) inserted in a Word document, Excel book or PowerPoint presentation.

### Audience:

This course is intended for people in a variety of job roles such as marketing, publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Publisher 2103 to create, lay out, edit, and share publications.

### Aim:

of this course is for students to learn desktop publishing capabilities of Publisher, including how to produce greeting cards, certificates, newsletters, and calendars, integrating mail merge features for a list of recipients.

### Overview:

#### Module 1: Getting Started

- Explore the interface
- Customize the interface
- Using help
- Creating a publication using a publication design
- Creating a blank publication
- Zoom control
- Adding pages
- Printing

#### Module 2: Layout Guides

- Positioning rulers
- Ruler guides
- Margin and grid guides
- Measurement tool

#### Module 3: Adding and Formatting Content

- Text
- Drawings
- Pictures & Cliparts
- Word Art & Smart Art
- Tables
- Charts

#### Module 4: Manipulating Objects

- Changing size and position of objects
- Aligning objects

#### Module 5: Text Objects

- Linking text boxes
- Linking with MS Word

#### Module 6: Designs

- Colour schemes
- Font schemes
- Design Gallery
- Master pages
- Templates

#### Module 7: Time Permitting

- Using specific layouts such as 2 spread views for booklets, folding cards, etc.
- Design checker
- Packaging
- Professional print settings

### Venue:

Advantage  
Training Centre  
46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Full day