

# Microsoft Publisher Introduction-Intermediate

One Day Course

## OVERVIEWS

This course will enable delegates to engage with desktop publishing. The day includes instruction and exercises to enable creation and production of brochures, business cards, postcards, flyers and many other layouts for print, email and the web, using this flexible and user friendly application.

### Features Covered:

#### Introduction to Desktop Publishing

A guide to layout & design.  
Terms used in desktop publishing.

#### Getting Started with Publisher

The publisher screen, menus & mini-menus.  
Toolbars & toolbox.  
Status bar, page clickers, task panes & the control palette.

#### Work with Publisher

Drawing frames, copying, cutting & pasting.  
Using the office clipboard, select objects, undo, create a publication, save a publication, print preview & print a publication.

#### Set up the Publication

Page Setup, guides & rulers, master pages, headers & footers.  
Multiple master pages & manage pages.

#### Work with Graphics

Pictures, clipart & empty picture frames.  
Import graphics, use clip art, draw, format shapes, size, adjust & move.  
Text wrapping, layer & grouping.

#### Work with Text

Text frames, formatting, styles & font schemes.  
Tabs, indents, bullets & numbering.  
Horizontal rules, using autocorrect, text flow & auto fit.  
Format the text box, delete a text frame & word art.

#### Other Design Task Panes

Graphics manager & design checker.

#### Use Tables: Use Help

Adjust columns & rows.  
Add columns, add rows, format a table, delete a table, office assistant & type a question.

## AUDIENCE

Publisher is ideal for anyone starting to use desktop publishing for any objective. The workshop gives an opportunity to understand the capability and functions very well before setting off on bespoke designs.

Delegates will create eye-catching documents and publications as templates.

## OBJECTIVES

**After completion of the course delegates should be able to:**

- Create a variety of different types of publications using pre-set and tailored layouts
- Accurately set up, format and link text boxes
- Insert, format and manipulate drawing objects and text boxes to a desired specification
- Correctly apply and use Publisher's built-in tools and drawing guides
- Accurately create master-pages and set-up publications for printing

## PREREQUISITES

No prior knowledge of Publisher or Desktop Publishing concepts is assumed or required, but users must be familiar with basic file management and Microsoft Windows.

COURSE FEE: £300 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

**Tel: 888283 Email: [info@ibexeducation.com](mailto:info@ibexeducation.com)**