



Delegate Pre-Requisites

No previous knowledge of Publisher required

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



FAST TRACK
COMPUTER TRAINING LTD



Publisher Beyond the Basics

Target Audience

Aimed at new users of Publisher or users who want to 'fill in the gaps' in their knowledge looking at a wide range of features to enable you to create professional publications

The Content

Introduction

- * The publisher workplace

Creating a Publication

- * Selecting a publication type and template
- * customising options and Paper options

Master Pages

- * Creating / Editing / Applying Master Pages

Adding Text to your Publication

- * Creating Text Boxes
- * Connecting / Disconnecting Text Boxes
- * Controlling where Text Breaks
- * Text Autofit
- * Importing a Word Document into Publisher

Text Formatting

- * Moving around your Publication
- * Text Selection
- * Typing Replace Selection
- * The Find & Replace Command
- * Horizontal Rules
- * Inserting drop caps
- * Using the Format Painter
- * Character Spacing
- * Editing the Publication using Microsoft Word
- * using AutoCorrect
- * Creating AutoCorrect Exceptions
- * Spell Check, Thesaurus & Hyphenation

Changing Colour & Font Schemes

Bullets & Numbering

Page Manipulation

- * Inserting/ Deleting page breaks
- * Moving pages
- * Page numbering
- * Inserting sections
- * Headers and Footers

Working with Graphics

- * Inserting Clipart & Graphics
- * Design Gallery Objects
- * Inserting a graphic from a scanner or camera
- * The Picture Toolbar
- * Controlling Text Wrap around a Picture

Arranging Objects

- * The horizontal and vertical guides
- * The Ruler
- * The Layout Guides
- * Baseline Guides
- * Grid Guides
- * Margin Guides
- * Align & Distribute commands
- * Distribute commands
- * Nudge commands
- * Snap commands

Customising Your Publication

- * Applying backgrounds
- * Colour Schemes
- * Font Schemes

Creating Business Information Data

Tables

- * Inserting tables
- * Splitting cells
- * Deleting Columns / Rows / Table
- * Using the Format Table dialog

The Design Checker

Printing options

Packing a publication options

Call our team 01527 836840

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