

Publisher Level 1



A one day course for people new to Microsoft Publisher

Prerequisites

This course assumes the students to have basic computing skills.
Previous familiarity with other Microsoft desktop products is an advantage.

Chapter 1 - Exploring Publisher

- Why use Publisher?
- Starting Publisher
- The Getting Started Screen
- Tabs and Ribbons
- The Backstage
- Customise the Ribbon
- The Quick Access Toolbar
- Navigate Pages
- Close a File

Chapter 2 - Using Text

- Create a Text Box
- Zoom On an Object
- Format Text
- Align Text
- Add Bullets and Numbers
- Customise Bullets and Numbers
- Paragraph Spacing
- Line Spacing
- Control Hyphenation
- Create a Style By Example
- Apply Styles
- Import Styles From Another Publication
- Connect Text Boxes
- Navigate between Linked Boxes
- Add "Continued" Links

Chapter 3 - Using Images

- Insert an Image from a File
- Insert an Image from Online Pictures
- Adjust the Image
- Crop Pictures
- Crop Fill and Crop Fit
- Crop Pan and Rotate
- Crop To A Shape
- Clear the Crop

- Compress Pictures
- Change Text Wrapping
- Layer Objects
- The Graphics Manager
- Insert Building Blocks

Chapter 4 - Layout

- Modify the Margin Guides
- Modify the Grid Guides
- Modify the Ruler Guides
- Modify the Baseline Guides
- Align and Distribute Objects
- Control Snapping
- Apply Grouping
- Edit Master Pages
- Using a 2-Page Master
- Headers, Footers and Page Numbers
- Create a New Master Page
- Apply a New Master Page
- Backgrounds
- Save a Template

Chapter 5 - Business Tools

- Edit Business Information
- Add a Logo
- Add Business Info to the Publication
- Use Business Information with Publications
- Start a Mail Merge
- Insert and Preview Merge Fields

Chapter 6 - Commercial Printing

- Print Setup
- Embed Fonts
- Publisher 2013 Cannot Convert Colours to CMYK
- Export to PDF
- The Pack and Go Wizard