

COURSE CONTENT

- ❖ **Introduction: Starting Publisher**
 - New from a Design, Using Design Sets
 - Blank Presentation
 - New Publication Task Pane
- ❖ **The Publisher Screen**
 - The Menu Bar,
 - The Toolbars, Showing or hiding Toolbars, Adding Icons to a Toolbar
 - Showing or hiding the Ruler
 - The Page Sorter
- ❖ **Creating a Design**
 - Creating a publication from the New from a design option
 - Creating a publication by using Publication for print
 - Creating a publication from a blank page
 - Creating a Website or e-mail template
 - Using Design Sets
- ❖ **Setting the page size and orientation of a publication**
- ❖ **Setting the paper size of a publication**
- ❖ **Working with text**
 - Changing the font style and colour
 - Using the text box method, Fitting text into a text box
 - Tracking
 - Connecting text boxes, Deleting a text box in a story
- ❖ **Formatting text**
 - Changing the appearance of a text box
 - Creating columns in a text box
- ❖ **Inserting symbols and special characters**
- ❖ **Finding and replacing text, Checking spelling**
- ❖ **Saving a publication, Saving a publication with a different name**
- ❖ **Creating, saving and changing a template**
- ❖ **Closing a publication, Opening a publication, Opening a template**
- ❖ **Adding and changing bullets and numbering**
 - Changing the distance between bullets and text
 - Changing bullets to numbers, Promoting and demoting bullets
 - Change the numbering style
- ❖ **Creating and changing colour schemes**
- ❖ **Working with the Master page: Creating a format for a publication**
 - Editing the Master Page, Duplicating a Master Page
 - Deleting a Master Page, Hiding Master Page Objects
 - Applying Master Pages to Publication Pages
 - Applying Single Master page to single page
 - Applying a Master page to both pages of a two-page spread
 - Applying a Master page to separate pages of a two-page spread
 - Applying a Master page to a range of pages

Microsoft Publisher is a powerful publication design software package. Its innovative tools can help you create professional-looking publications. Whether you need the publication for print, Web or e-mail distribution, Microsoft Publisher has it all.

- ❖ **Adding Personal Information to Publications**
 - Adding or changing Personal Information data
 - Editing a logo for a Personal Information set
- ❖ **The Research Function**
- ❖ **Headers & Footers**
 - Adding Headers & Footers to a Single-page Master
 - Adding Headers and footers to a Two-page Master
 - Hiding the Header or Footer on any page

2 Day Course

The Microsoft Publisher course includes all training material, lunch, teas/coffees and certificate.

Who should attend?

- Event Managers
- Marketing assistants
- Marketing Managers
- Training Co-ordinators

Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course.

COURSE CONTENT CONTINUED

- ❖ **Margins, Indents, Alignment and Line Spacing**
 - Setting Baseline Guides
 - Showing or hiding Baseline Guides
 - Creating or modifying a tab stop
 - Changing the line spacing
 - Setting Grid Guides
 - Showing or hiding Layout Guides, Ruler Guides and Object Boundaries
 - Snap objects to guides, ruler marks or other objects
- ❖ **Importing a Word Document into a Publication**
- ❖ **Adding background colour and shaded background to pages**
- ❖ **Using WordArt for special text effects**
- ❖ **Creating & Inserting tables**
 - Merging & splitting cells
 - Formatting a table
- ❖ **Inserting and Editing Pictures and ClipArt**
 - Inserting an empty picture frame
 - Inserting pictures from Clip Art, from File or from Scanner or Camera
 - Editing a picture
 - Recolouring ClipArt
 - Creating a Watermark
 - Adding a text watermark that appears on every page
- ❖ **Using Mail and Catalog Merge data sources**
 - Prepare for mass mailing
 - Indicate where address information appears on the publication
 - Indicate where Personalized Information or pictures appear
 - Adding a picture
 - Preview and print the addressed publication
- ❖ **The Graphics Manager**
 - Saving an embedded picture as a linked picture
 - Using Full-resolution linked pictures
 - Change display options of the Graphics Manager
 - Viewing picture details
- ❖ **Using the Design Checker**
 - Setting the Design Checker only to run Commercial Printing checks
- ❖ **Printing a publication**
 - Preparing a publication for Commercial Print
 - Using the Pack & Go Wizard to prepare Publisher Files
 - Unpacking and opening Publisher Files for a Commercially Printed Publication
- ❖ **Creating a Newsletter to E-mail:**
 - Sending one page of an existing publication as an e-mail message
 - Adjust an existing print publication for e-mail delivery
 - Using the E-mail Wizard
 - Using a Blank Publication to create an e-mail publication
 - Preview and sending an e-mail publication
- ❖ **Creating a Web Site**
 - Using the Web Site Wizard
 - Creating a Web Site from Scratch
 - Creating a Website from an existing HTML File
 - Setting the width of a Web page
 - Creating a Custom-sized Web page

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates