

Course Outline

MS Publisher 2000, XP or 2003
Introduction -- 1 day.

Course Description

This course is for delegates who have little or no experience of desk top publishing and who wish to use Microsoft Publisher to create their own layouts and designs.

Course Objectives

The following topics will be covered on the course. It is intended that, time permitting, delegates are able to use the last part of the day to work on an idea relevant to themselves or their work.

- **Getting Started**
 - Exploring the Publisher Window
 - Getting Help
 - Closing files and Closing Publisher
- **Creating Publications**
 - Creating a Publication
 - Page setup Options
 - Working with Pictures
 - Working with Text Frames
- **Formatting Publications**
 - Modifying Text Frames
 - Formatting Text
 - Changing Paragraph Properties
 - Using Editing Tools
- **Working with Multipage Publications**
 - Creating Multipage Publications
 - Modifying Multipage Publications
 - Working with Masterpages
 - Working with Text
- **Working with Objects and Graphics**
 - Working with AutoShape Objects
 - Working with Pictures
 - Working with WordArt
- **Working with Tables**
 - Getting Started with Tables
 - Modifying Tables
 - Formatting Tables

For further information contact our training staff on 0870 345 9551