

Publisher (6 hour course)

This course is suitable for beginner users of Publisher or those who have experimented with Publisher Wizards and now want to learn how to create their own publications from the beginning.

Exercises are provided. However, students are also encouraged to bring their own ideas and examples of what they wish to create.

Design Considerations

- learn some desktop publishing concepts and terminology
- discuss layout options to suit the publication
- set up pages of different sizes
- use layout guides and rulers for precise placing of objects
- work with multiple pages
- use master pages
- use background and page numbering tools

Add Elements to the Publication

- use the objects toolbar
- format text using a number of tools
- import text from another application
- link text in a multi-page document
- insert tables, clipart and wordart
- work with shapes and multiple objects
- group and layer objects to achieve special effects

Other Design Options

- add a watermark to your publication
- text wrapping properties
- borders
- headers and footers
- create a publication template

Pre-requisites

Students should be confident in using the Windows operating system, mouse and keyboard. Knowledge of Microsoft Word or Excel will help, but is not essential.