



4D Group

## Publisher Introduction

### Who would benefit?

This course is designed for those who wish to use Publisher desk top publishing features to create professional newsletters and booklets.

### Objective

By the end of the course, delegates will able to put together booklets and newsletters.

### Content

- Introduction to desktop publishing
  - A guide to layout and design
  - Desktop publishing terminology
- Getting started with Publisher
  - The Publisher screen
  - The menus and mini-menus
  - Toolbars and toolbox
  - Status bar and page clickers
  - Task panes
  - The control palette
- Working with Publisher
  - Drawing frames
  - Selecting objects
  - Undo
  - Create a publication
  - Save a publication
  - Print preview and printing a publication
- Working with graphics
  - Pictures, ClipArt, WordArt and empty picture frames
  - Importing graphics
  - Drawing
  - Formatting shapes
  - Sizing, adjusting and moving
  - Layering and grouping
  - Text wrapping
- Setting up the Publication
  - Page setup
  - Guides and rulers
  - Master pages, headers and footers
  - Multiple master pages
  - Managing pages
- Working with text
  - Text frames
  - Formatting, styles and font schemes
  - Tabs
  - Indents, bullets and numbering
  - Horizontal rules
  - Spell check and AutoCorrect
  - Text flow and AutoFit
  - Formatting the text box
  - Deleting a text frame
- Other design task panes
  - Graphics manager
  - Design checker
- Using tables
  - Adjusting columns and rows
  - Adding columns and rows
  - Formatting and deleting a table.

### Duration

One day