



Microsoft Publisher Introduction - 1 Day

Get started with Publisher (the screen & toolbars)

Open & Close, Save & Save As... documents, Copy & Move objects

Use Publisher frames for Text, Tables, WordArt, Picture, Clip Art, Custom Shapes

Enhance Objects - fill, gradient fill, borders, custom borders, drop caps

Manipulate Objects: move, re-size, rotate, arrange, flip, layer, align, group & un-group, snap to guides

Use Columns and Wrap Text including importing text & images, and irregular wrap

Adapt a Publisher object to a Word document for emailing. You will learn how to produce Flyers and Business Cards

Microsoft Publisher Advanced - 1 Day

More Text Features: text flow, line & character spacing, indents, lists, tabs, styles, headers & footers, vertical text alignment.

Colour Schemes. Editing Clip Art

Using backgrounds for Logos, Headers, Footers, Page Numbering

Mail Merge (using the flyer produced on day 1)

Pasting Links on a publication between Publisher and Word or Excel

Page setup, folds and layouts

Hypertext linking, Backgrounds, Navigation Bars, Hot Spots and Web Properties.

You will learn how to create an A4 x 2 page information handout, A mail merge document, an A5 booklet and an electronic document (web site)