

Introduction, 2 Days

Course Description

During this course you will learn how to use this desktop publishing tool to create documents such as brochures, newsletters, forms, cards, and more.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with Publisher is necessary.

Topics Covered

Getting Started

- Using Wizards
- Tools and Toolbars
- Rulers and Guides
- Zooming In and Out

Text

- Adding and Importing Text
- Moving and Sizing Text Frames
- Fonts and Colours
- Aligning Text
- Adding borders
- Character and Line Spacing
- Indents and Lists
- Tabs
- Text Frame Properties
- Spell Check

Creating Tables

- Creating a Table
- Adding/Deleting Columns & Rows
- Sizing Columns & Rows
- Merging & Splitting Cells
- Adding Borders

Graphics

- Importing Graphics
- Text Wrap Options
- Borders

Document Formatting

- Working with Columns
- Page Numbering
- Inserting & Deleting Pages
- Headers and Footers
- Adding Design Backgrounds
- Saving Documents
- Printing

Objects and Frames

- Adding Lines and Shapes
- Arranging
- Aligning
- Rotating
- Grouping