

COURSE OUTLINE

COMPUTER TRAINING SERVICES

Croydon • London • Kent



training

Microsoft® Publisher One Day Course

This course provides a comprehensive insight into Microsoft Publisher. Publisher has been designed to offer the quick and personalised production of marketing material. Regardless of design experience, this course helps in creating/customising existing print publications, calendars, brochures and flyers.

Course Outline

Overview

Publisher Screen Layout
Ribbons, Live Preview
Publication Designs
Creating/Saving/Closing/Opening Files
Inserting Personal Information
Inserting Logos
AutoCorrect
Quick Access Toolbar
Backstage Printing, Creating PDF Documents

Basic Skills

Zoom Control
Text Boxes and Columns
Moving, Resizing and Deleting Objects
Basic Formatting
Undo/Redo
Cut, Copy, Paste
Single and Multiple Selection
Alignment/Line Spacing
Spell Check
Find and Replace
Bullets/Numbering
Word Art
Format Painter
Hyperlink
Scratch Area

Working with Tables

Inserting and Formatting
Adding Text
Selecting Cells
Changing Width/Height
Colours, Fonts

Designs

Colour Schemes
Font Schemes
Design Gallery

Designs cont.

Tips 'n' Tricks

Working with Drawing Objects

Objects Toolbar
AutoShapes
Grouping/Ungrouping
Moving, Resizing, and Rotating
Customising and Formatting
Layer Order
Workspace Area
Watermarks
Master Pages
Linking Text Boxes

Graphics

Clip Art
Pictures
Position and Size
Moving, Deleting and Resizing
Rotating and Flipping
Captions
Masters

Layout Guides

Ruler Guides
Margin and Grid Guides
Altering Margin and Grid Guides
Aligning Objects
Inserting a Page
Page Setup

Publications

Brochures
Business Cards
Flyers
Calendars
Blank Layouts
Linking with MS Word

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk