



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Publisher (all versions)

Overview

Although not strictly part of the Microsoft Office suite this easy-to-use package is nevertheless a very worthwhile addition to it. With it you can easily produce professional-looking brochures, flyers, posters, greetings cards, newsletters or even web site layouts!

Level 1 – New User (1 day)

- What's new in your version of Publisher?
- Overview of Publisher features and capabilities
- Functional elements of the Publisher screen, (including the task panes and toolbars)
- Obtaining help
- Opening, closing, saving and searching for files

- Creating a new publication using a template
- Setting up a page and selecting a suitable page layout
- Working with text, graphics and tables
- Using the editing tools (e.g. group, order, snap, rotate, align etc)
- Navigating around your publication

- Using the rulers and guides to align items
- Working with the page master
- Adding headers and footers
- Using find and replace and spell check
- Design layout considerations

- Printing your publication

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