PHOENIX
SOLUTIONS **4 ALL**

Customised IT and Soft Skills training to suit your needs

Microsoft Publisher Introduction

Course objectives

Creating a New Publication	Advanced Text Techniques
Working with a Publication	Special Effects
Working with Text Frames	Advanced Layout Techniques
Adding Graphics	Word Art
Printing	Tables
Advanced Graphic Techniques	The Design Gallery

Audience

This course is **designed for users who don't have any knowledge of MS Publisher and want to further enhance their skills.**

Prerequisite

To get the most from this course, you **must have working knowledge of Windows, keyboard and mouse.**

Duration

This is a **one-day MS Publisher Introduction** Course. The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **MS Publisher Introduction** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

MS Publisher Introduction Course Outline

Creating a New Publication

The Publisher Desktop

Navigating Around Your Publication

The Save Reminder

Working with a Publication

Adding Content to Your Publication

Adding & Deleting Pages in Objects

Moving & Sizing Objects

Deleting Objects

Modifying the Page Setup

Working with the Publication Background

Working with Text Frames

Adding & Manipulating Text Frames

Editing Articles in Word

Fonts & Other Text Effects

Alignment

Bullet Points & Numbering

Moving, Copying & Deleting Text

Connecting & Disconnecting Frames

Importing Text

Spell Checker/ Search and Replace

Adding Graphics

Inserting a Picture Frame & the Clip Art Gallery

Inserting a Picture from a File & Moving and Sizing Pictures

Cropping a Picture

Printing

Modifying the Printer Setup & Printing

Advanced Graphic Techniques

Adding Pictures Not in the Gallery

Scaling Pictures

Re-colouring Pictures

Rotating Pictures

Adding Borders & Shadows

Inserting Pictures from the Internet

Customising the Clip Art Gallery

Advanced Text Techniques

Fancy First Letters

Format Painting

Styles

Changing the Defaults for Text Frames

Controlling The Defaults for Text Frames

Working with Special Characters and Controlling Line & Character Spacing

Adding Patterned Backgrounds

Special Effects

Borders & Border Art

Inserting, Moving, Re-sizing, Patterns & Gradients

Advanced Layout Techniques

Working With the Ruler

Working with Ruler & Layout Guides

Aligning Objects

Layering Objects

Nudging & Grouping Objects

Word Art

Creating Word Art & Changing Text Formatting

Shaping Options, Character Spacing & Special Effects

Editing a Word Art Object

Tables

Adding a Table

Inserting & Modifying Cells

Formatting Table Data

The Design Gallery

Inserting a Design Gallery Object

Replacing ed Objects

Applying Attributes from a Design Gallery Object

Customising the Design Gallery

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