

Training Course Specification

Course: Publisher (versions 1997 to 2013)

Duration: 6 hours

Aims and objectives of the workshop:

This course is designed for those who wish to create short publications such as flyers and posters, or for those who wish to extend their expertise to long documents
At the end of the workshop delegates will be able to produce a professional publication

WHO SHOULD ATTEND:

Those who wish to use publisher for short or long documents

EXPERIENCE NEEDED:

Delegates should have a good grounding in Word Processing (any program) and be familiar with most character and paragraph formatting features.

¹Course Contents

Overview of Publisher

- Elements of the publisher screen
- Publisher tools
- Short cut keys
- Saving work

Creating a short publication

- Set page layout
- Display gridlines
- Using and formatting text
- Inserting and managing images
- Changing colours and other attributes of objects
- Using drawing tools
- Grouping objects

Creating a longer publication

- Setting page layouts
- Inserting pages
- Navigating through pages
- Importing text
- Manipulating stories (text frames)
- Apply columns
- Adding page numbers
- Adding Headers and Footers
- Linking text boxes
- **Using Publisher wizards**

¹ You can choose from the list to create your own course