



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Publisher Level 1

Duration: 1 Day

Objectives: This course is designed to introduce new users to Publisher. Users will learn desktop publishing concepts, create flyers and newsletters.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Creating a One Page Document

- Start a Document from a Design
- Change Publication Design Elements
- Save and Print a Document
- Modify Text Boxes
- Format Basic Text
- Insert and Resize Clip art Images

Creating Multi Page Document

- Determine Page Setup
- Add Design Elements
- Insert Ruler and Layout Guides
- Import Text
- Link Text
- Use Columns
- Use Spell Check

Formatting Text

- Create Tabs
- Determine Line Spacing
- Insert Symbols
- Create and Modify Styles
- Create Indents

Inserting and Modifying Graphics

- Insert Custom Images
- Crop an Image
- Draw Basic Shapes
- Format Basic Shapes

Inserting and Modifying Tables

- Insert and Modify a Table
- Merge Cells
- Insert Text in a Table
- Resize Table and Column Width
- Format a Table

Drawing a Logo

- Using the Drawing Tools
- Use WordArt
- Manipulate Objects
- Control Object Interaction
- Save an Illustration as a Graphic