



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Publisher Level 2

Duration: 1 Day

Objectives: This course is designed for people who intend to design and create various publications to advanced level.

Prerequisites: This course assumes prior knowledge and use of Publisher, or similar design applications. Delegates should have a clear understanding of the fundamentals of Publisher and DTP concepts. Ideally, delegates should have attended Publisher Level 1 course.

Creating Styles and Templates

- Creating New Styles
- Working with Styles
- Creating Templates
- Modifying Templates

Spacing your Publication

- Refining Spacing
- Adjusting Tracking
- Adjusting Kerning
- Adjusting Vertical Spacing
- Nudging Objects
- Snapping Objects to Ruler Marks, Guides and Other Objects

Enhancing your Publication

- Working with Lists
- Working with Bullets and Numbering
- Drawing Lines
- Constraining Lines
- Symbols

Inserting and Modifying Graphics

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

Creating Special Effects

- Manipulating Objects
- Custom Text Wrap
- Layering Objects
- Creating Watermarks
- Links and Updating Links
- Making objects Transparent

Working with Colour

- Full colour effect
- Colouring Text
- Patterns
- Reproducing Photographs
- Setting up printing for outside printers