

<p><b>COMPREHENSIVE</b></p> <p><b>Duration:1 Day</b></p> <p><b>Objective:</b> If you have ever needed to create a pamphlet, short booklet, certificate, Bookmarkers, Newsletter, Business Card, need to get creative with a document that needs textboxes and pictures easily places exactly where you need them, then Publisher is the tool for you and it is part of the Microsoft Office suite. Very easy to use and comes with lots of templates for any use.</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p><b>Learning Outcomes</b> By the end of the training session you will have an awareness of the applications for Publisher, become orientated with the templates,</p>	<p><b>Module 1</b> <b>Getting Started</b> Opening an Existing Publisher from template, Understand the different types of publications, create a new publication, Zoom, Navigation pane, scratch area and Ribbon. Save.</p> <p><b>Module 2</b> <b>Setting Up</b> Edit business information, set ruler guides and measures, Create colour scheme and Font. Change Template</p> <p><b>Module 3</b> <b>Shapes</b> Multi Page Publications, Insert Shapes, Group, Arrange, Align, Colour and Effects. Rotate, Copy/ Paste, Wrap text</p>	<p><b>Module 4</b> <b>Working with Text Boxes</b> Insert Text box, Text direction, alignment, Link and unlink, formatting, Drop box, Hyphenation,</p> <p><b>Module 5</b> <b>Pages</b> Adding/Deleting and Moving pages, view Two Page spread, name a page, Number a page, set background, Create a Master page</p> <p><b>Module 6</b> <b>Word Art</b> Create Word Art text, change shapes and colours.</p>	<p><b>Module 7</b> <b>Tables</b> Insert Tables, Modify, format, Add/ Delete columns and rows.</p> <p><b>Module 8</b> Insert Picture, Crop Graphics Manager, Lock aspect ratio, Compress, Picture frames.</p> <p><b>Module 9</b> <b>Building Blocks</b> Page Parts, Calendar, Borders, Advertisements, Run Design Checker Print, Export – Save for Photo Printing, Mail Merge</p>
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