

Course	Microsoft Publisher – Level One
Length	Six hours
Audience	Microsoft® Publisher is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. You will create, manage and revise publications.
Prerequisites	This course is designed for persons with a basic understanding of Microsoft Windows and Microsoft Word.
Topics	<p><i>Module 1: Creating a Basic Publication</i></p> <ul style="list-style-type: none">◆ Create a Publication from a Publication Design◆ Create a Blank Publication◆ Display Ruler Guides◆ Add Text◆ Insert a Picture from a File <p><i>Module 2: Modifying a Publication's Layout and Structure</i></p> <ul style="list-style-type: none">◆ Insert and Delete Pages◆ Insert a Text File◆ Size and Move Text Boxes and Picture Frames◆ Connect Text Boxes◆ Divide Text Boxes into Columns◆ Move a Page◆ Create and Use a Master Page <p><i>Module 3: Editing Content in a Publication</i></p> <ul style="list-style-type: none">◆ Edit Text in a Publication◆ Research Information◆ Find and Replace Text◆ Check Spelling

Module 4: Formatting a Publication

- ◆ Format Text
- ◆ Apply Schemes
- ◆ Insert Symbols
- ◆ Indent Paragraphs
- ◆ Change Spacing Between Paragraphs
- ◆ Control Paragraph Flow
- ◆ Create Paragraph Styles
- ◆ Format Text Boxes

Module 5: Formatting Pictures in a Publication

- ◆ Format Picture Frames
- ◆ Crop a Picture
- ◆ Wrap Text Around a Picture
- ◆ Insert WordArt
- ◆ Insert a Design Gallery Object
- ◆ Insert Objects & Contextual Tabs

Module 6: Distribution

- ◆ Design Options
- ◆ Save / File format options
- ◆ Send publisher file via email
- ◆ Print options
- ◆ Pack/ Send for commercial printing
- ◆ Compliance /Communications Reminders