

Microsoft®

# Publisher

(Versions 2003, 2007, 2010)



## Course Outline

1 Day Course

### **INTRODUCTION**

*Microsoft Office Publisher is a desktop publishing application from Microsoft. It is an entry-level application, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing.*

*Microsoft Publisher helps you create, personalize, and share a wide range of professional-quality publications and marketing materials with ease.*

*With Publisher, you can easily communicate your message in a variety of publication types, saving you time and money. Whether you are creating brochures, newsletters, postcards, greeting cards, or e-mail newsletters, you can deliver high-quality results without having graphic design experience.*

### **DELIVERY OPTIONS**

#### **Open Public Courses**

Facilitator led public courses are scheduled in an ever-growing list of locations across Australia, check our website for a venue near you!

#### **Consultancy**

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

#### **In-house workshops**

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

### **PREQUALIFICATIONS**

This course assumes the user is familiar with the Windows environment and has some experience of Microsoft Office. Microsoft Office Publisher is the tool that millions of people use to co-ordinate and combine their projects every day. So many users cannot be wrong.

### **OUR WORKSHOPS INCLUDE**

- Extensive Learning & Reference Guides provided on USB
- Participation in the full day workshop
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

*If you are unsure of your skill level, you can visit our website [www.softawarelearning.com.au](http://www.softawarelearning.com.au) and take our free online skills test.*

### **OUTCOMES**

Upon completion of the program, participants will be able to create a range of attractive graphical publications such as brochures and other marketing materials, posters, letterheads, newsletters, invitations, menus and many other business and personal publications.

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## **OUTLINE INCLUDES**

### **MICROSOFT PUBLISHER**

- What Is Publisher?
- Getting To Know The Publisher Environment
- Getting To Know Publisher Toolbars/Ribbon
- Editing Personal & Business information

### **SETTING UP A PAGE**

- Choosing A Page Layout
- Navigating A Page
- Using Rulers And Guides
- Working With The Master Page
- Adding Headers And Footers

### **WORKING WITH PUBLICATIONS**

- Understanding The New Publication Task Pane
- Creating A Publication From A Design Template
- Creating Or Opening A Publication
- Managing A Publication
- Mail Merge

### **USING TEXT TOOLS**

- Using Text Boxes
- Using Find And Replace
- Checking Spelling
- Applying Language Options
- Using Undo And Redo
- Copying, Cutting, And Pasting
- Understanding The Clipboard Task Pane

### **DESIGNING A PAGE**

- Publication options task pane
- Publication designs task pane
- Colour & font schemes
- Styles & formatting task pane
- Backgrounds

### **SENDING AND PRINTING THE PUBLICATION**

- Sending The Publication
- Using Print Preview
- Printing The Publication



**Previous attendees were asked,**  
“For you, what was the most valuable aspect of the course?”

“I learnt how to create a great newsletter and feel really confident about it”

“Things like the Master Page & ruler guides were extremely valuable”

“Gaining a basic understanding of how to use Publisher and when”

“All of it!”

“Knowing about the wizard and creating professional material”.

“Being hands-on and having instructor to ask questions”