


<b>Publisher Introduction/Intermediate – 2 days</b>		
<p><b>Course Objectives</b></p> <p>This course offers a good introduction to DTP, covering all the basics together with design and layout advice, working on various publishing tasks using Wizards.</p> <p><b>Prerequisites</b></p> <p>This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).</p> <p><b>Exercises</b></p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<p><b>Publisher Orientation</b></p> <ul style="list-style-type: none"> <li>• Overview of Publisher</li> <li>• Understanding the New Task Pane</li> <li>• The Publisher Screen</li> <li>• Working with Menus and Toolbars</li> </ul> <p><b>Publisher Essentials</b></p> <ul style="list-style-type: none"> <li>• Creating a Personal Information Set</li> <li>• Understanding Publications for Print</li> <li>• Creating and Saving Publication for Print</li> <li>• Using Print Preview</li> <li>• Printing, Opening &amp; Closing a Publication</li> <li>• Opening an Existing Publication</li> <li>• Navigating Between Pages</li> </ul> <p><b>Objects &amp; Frames</b></p> <ul style="list-style-type: none"> <li>• Tips for Planning a Publication</li> <li>• The Building Blocks of Publications</li> <li>• Understanding Design Sets</li> <li>• Creating a Calendar by Design</li> <li>• Deleting and Resizing Objects &amp; Frames</li> <li>• Moving and Nudging Objects &amp; Frames</li> <li>• Grouping and Layering Objects &amp; Frames</li> <li>• Inserting a Picture Frame</li> <li>• Aligning Frames &amp; Objects</li> <li>• Fill Effects In Frames</li> </ul> <p><b>Text</b></p> <ul style="list-style-type: none"> <li>• Creating a Text Box and Formatting Text</li> <li>• Applying Colour to Text</li> <li>• Text Alignment in a Text Box</li> <li>• Importing and Wrapping Text</li> <li>• Checking Spelling</li> </ul> <p><b>Text Techniques</b></p> <ul style="list-style-type: none"> <li>• Text Columns and using Baseline Guides</li> <li>• Paragraph Spacing</li> <li>• Linking Text Boxes</li> <li>• Drawing Text Boxes Accurately</li> <li>• Text Box Margins</li> <li>• Hyphenation</li> </ul> <p><b>Text Styles</b></p> <ul style="list-style-type: none"> <li>• Creating and Applying Text Styles</li> <li>• Modifying a Style</li> <li>• Create and Change a Style by example</li> </ul> <p style="text-align: right;"><b>(Page 1 of 2)</b></p>	

#### **Tabs & Lists**

- Overview of Tabs & Lists
- Creating Tabs and Tab Leaders
- Creating Bulleted and Numbered Lists

#### **Tables**

- Creating and entering Text in a Table
- Changing Font Size in Tables
- Changing Row Heights / Column Widths
- Applying Borders and Shading
- Aligning and Indenting in Tables
- Merging Cells in a Table
- Applying BorderArt to Tables
- Working With Cell Borders
- Inserting Table Rows

#### **Mail Merge**

- Creating a Data Source
- Creating a Mail Merge Publication
- Showing Merge Results
- Sorting and Filtering Data
- Merge Printing and Cancelling a Filter

#### **Drawing**

- Creating and Formatting AutoShapes
- Copying and Moving AutoShapes
- Drawing and Formatting Lines
- Ordering and Grouping Objects
- Using the Design Gallery

#### **WordArt**

- Creating and Formatting WordArt
- Adjusting Shadows in WordArt
- Using AutoShapes with WordArt
- Creating WordArt from Existing Text
- Centring and Spacing WordArt

#### **Stationery & Page Orientation**

- Portrait & Landscape
- Setting up Envelopes and Labels
- Setting up Folded Cards

#### **Layout & Page Techniques**

- Creating and Moving Grid Guides
- Inserting & Deleting Pages
- Creating Headers
- Creating Left & Right Master Pages
- Creating Page Numbers & Footers
- Creating and using a Template

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