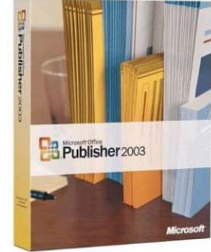


Microsoft Office Publisher The Basics Course Outline



Course aims:

This intensive one-day course is designed to provide delegates with the basics of using Publisher so that they can create a range of different publications combining text and graphics. There are lots of hands on practice for delegates to work on so that they become confident and competent using Publisher,

Pre-requisites:

Delegates should have a working knowledge of using a word processing packages(any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

Who should attend:

Those users who need to produce various publications.

Duration: 1 day

Getting started	What is publisher?, getting to know the publisher environment, getting to know publisher toolbars, getting help
Working with publications	Understanding task panes, creating a publication from a design template, adding personal information, creating, opening a publication, using the search and research task panes, managing a publication
Designing a page	Understanding the options, designs, colour schemes, fonts and styles & formatting task panes, using backgrounds
Setting up a page	Choosing page layout, navigating a page, using rulers and guides, working with the master page, adding headers and footers
Working with text	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
Printing	Using print preview, printing the publication
Follow-on course	Microsoft Office Publisher for the Expert User

Course Outline