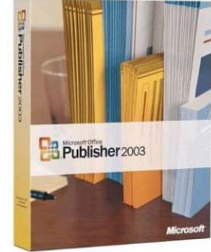


## Microsoft Office Publisher for the Expert User Course Outline



### Course aims:

This one-day course is designed to provide delegates with the more advanced features of 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 the programme.

### 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). Delegates must have be using Publisher before the course. It is not intended for new users to the programme.

### Who should attend:

Those users who want to discover the more advanced features of the programme.

**Duration:** 1 day

<b>Designing own layouts</b>	Designing business cards, flyers, brochures, web pages and cards
<b>Setting up a page</b>	Page layout, rulers and guides, master page, headers and footers
<b>Using wordart</b>	Create and edit WordArt
<b>Use the drawing tools</b>	Use the drawing tools to enhance the publications
<b>Working with graphics</b>	Add, crop and resize graphics
<b>Working with layers</b>	Layering text and objects
<b>Use of styles</b>	Use styles, formatting task panes and backgrounds
<b>Work with text and tables</b>	Use text boxes to flow text. Add tables to present text
<b>Mailmerge</b>	Set up and perform a mailmerge
<b>Printing</b>	Sending the publication to a commercial printers, using print preview, printing the publication