

PUBLISHER 2013

OBJECTIVES

This course will allow participants to learn how to use the Publisher software for the production of documents with graphical elements and text.

At the end, participants will be able to create and modify graphic elements; add text and apply some special effects; and perform document layout.



TARGET CLIENTELE

Managers, administrative staff

PREREQUISITES

Windows

COURSE SYLLABUS

1. Discovering Publisher 2013

- Publisher 2013
- New content
- Launching Publisher 2013
- Exploring the interface
- Ribbon
- Collapse Ribbon
- Exploring the Publisher window
- Publisher Release
- Overview of Publisher

2. First Steps in Publisher

- Opening, recording and closing
- Creating publications
- Custom layout
- Professional information

3. Viewing and Printing

- View pages
- Print to a desktop printer

4. General Formatting of the Publication

- Publication appearance
- Font/color sets
- Background
- Replacing predefined content
- Page reorganization

5. Manipulating Objects

- Basic manipulations
- Positioning objects
- Grouping objects
- Rotate and flip objects
- Marks

6. Appearance of Shapes

- About colors
- Appearance of shapes
- Creating a border from an image
- Shadow effect
- 3D effect
- Replacing one shape with another

7. Image Appearance and Object Wrapping

- Image appearance
- Restoring the appearance of an image
- Cropping images
- Wrapping an object

8. Text Boxes

- Text boxes
- Automatic text adjustment
- Text appearance
- Spacing between characters
- Deleting character formatting
- Position of text in a block
- Linking text boxes
- Embedding fonts

9. Formatting Paragraphs

- Formatting paragraphs
- Alignment
- Copying text formatting
- Spacing between lines and paragraphs
- Tabs
- Removing paragraphs
- Bulleted or numbered list
- Deleting paragraph format
- Drop cap

10. Adding Graphical Objects

- Predefined shapes
- Images
- WordArt objects

11. Building Blocks

- Building blocks

12. Tables

- Creating a table
- Modifying a table
- Appearance of a table

13. Layout of a Publication

- Master page
- Header and footer
- Paging

14. Text Style

- Text style

15. Mail Merge

- Catalog and mail merge

16. Professional Printing

- Layout Checker
- Take away publication assistant