

McMillan Bird

Publisher 2003

Duration: 1 day

Course Aim:

The aim of this course is to develop the skills needed to produce an attractive small brochure, flyer or newsletter.

Learning Outcomes

At the completion of this course participants will be able to:

- Create and print a publication.
- Edit text and pictures to a required format and layout.
- Work with frames
- Manipulate text
- Draw objects and enhance pictures
- Create attractive backgrounds
- Apply styles.

Topics

Getting started:

Why use publisher?, creating a new publication, saving a publication, the publisher screen, view differences, using help.

Creating:

Working with frames, working with text, spelling, character formatting, paragraph formatting, working with non-text objects.

Images:

Drawing objects, improving your pictures, moving, sizing.

Publishing:

Publishing techniques, creating a background, using publication wizards, printing your publication, styles, mail merge, design tips, creating web pages

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