

Training@ CÓRAS IT

MS Publisher: Outline

Publisher 1

Introduction to publisher.

The main items on the tool-bar and screen

Prepare an initial basic one page A4 Document

Adjusting the layout guides

Insert a text box and enter text by typing and cutting/pasting.

Move and resize the text box

Format the font and style of selected text within the text box.

Importing text from another file.

Insert an Image; from clip-art or from a file.

Insert a basic WordArt Title to this initial publication, and apply some basic formatting

Adjusting the objects created so far on the page

Moving resizing, flipping rotating etc.

Wrapping text round an object.

Adding borders

Inserting Drawing objects, lines and shapes

Modifying lines fill colour and background colour.

Modifying pictures: Crop resize, adjust brightness

Working with a multi-page publication

Use Layout Guides to set columns or rows.

Link text-boxes so that the story flows from one to another. page

Creating and working with a two column text box

Selecting multiple objects on a page: grouping and ungrouping them.

Manipulate groups of objects in a publication.

Use 'Align' and 'Distribute' to control the placing of objects on the page.

Publisher 2

Review of work done in earlier session.

Working with tables

More on Borders; Modify an existing border and BorderArt.

Apply and work with a background (Masterpage)

More on Text Boxes:

Control text wrapping.

Bullets or numbers

Hyphenation.

Line and paragraph spacing /Adjusting letter spacing and kerning

Adding "continued on page..."

Add Headers and Footers.

Working with Templates, Colour Schemes and other built in features. Creating Templates