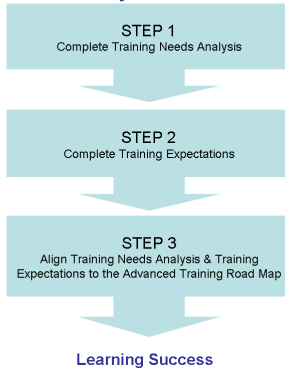


Learning Management System



Microsoft Publisher 2003 - Module 1

Creating Professional Marketing Materials

Course Description

The skills and knowledge covered in this course are sufficient to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes, labels and the like.

Pre-Requisites

This course assumes no prior knowledge of Microsoft Publisher. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Outcomes

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

- Start, navigate and generally work with Microsoft Publisher
- Understand concepts essential to the use of Publisher
- Work with objects and frames in a publication
- Working with text in a publication
- Enhance the text in a publication
- Enhance text using text styles
- Create and work with tables

Course Details

Duration: 1 day
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Publisher 2003 Orientation

- Overview Of Publisher 2003
- Starting Publisher
- Understanding The New Publication Task Pane
- Using The New Publication Task Pane
- Viewing The New Publication Task Pane
- The Publisher 2003 Screen
- Understanding Menus
- Working With Menus
- Publisher 2003 Toolbars
- Working With Toolbars
- Exiting From Publisher

Ø Publisher Essentials

- Creating A Personal Information Set
- Understanding Publications For Print
- Creating A Publication For Print
- Saving A Publication
- Using Print Preview
- Printing A Publication
- Closing A Publication
- Opening An Existing Publication
- Navigating Between Pages

Ø Objects & Frames

- Tips For Planning A Publication
- Building Blocks of Publications
- Understanding Design Sets
- Creating A Calendar By Design
- Deleting Objects & Frames
- Resizing Objects & Frames
- Moving Objects & Frames
- Nudging Objects & Frames

- Grouping Objects & Frames
- Layering Objects
- Inserting A Picture Frame
- Aligning Frames & Objects
- Fill Effects In Frames

Ø Text

- Creating A Text Box
- Formatting Text
- Applying Colour To Text
- Text Alignment In A Text Box
- Importing Text
- Wrapping Text
- Checking Spelling

Ø Text Techniques

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Hyphenation

Ø Text Styles

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example

Ø Tabs & Lists

- Overview of Tabs & Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Ø Tables

- Creating A Table
- Entering Text In A Table
- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
- Applying Borders To A Table
- Applying Shading To A Table
- Aligning And Indenting In Tables
- Merging Cells In A Table
- Applying BorderArt To Tables
- Working With Cell Borders
- Inserting Table Rows

Ø Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Cancelling A Filter

Ø Drawing

- Creating AutoShapes
- Copying And Moving AutoShapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using The Design Gallery

Course Outline

Ø WordArt

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows in WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centering And Spacing WordArt

Ø Stationery & Page Orientation

- Portrait & Landscape
- Setting Up Envelopes
- Setting Up Labels
- Setting Up Folded Cards

Ø Layout & Page Techniques

- Understanding Blank Publications
- Creating A Blank Publication
- Creating Grid Guides
- Moving Grid Guides
- Inserting & Deleting Pages
- Creating Headers
- Creating Left & Right Master Pages
- Creating Page Numbers & Footers
- Creating A Template
- Using A Template

Ø General Computer Usage

- Obtaining Help - In Print Form
- Obtaining Help - On Screen
- Disabling The Office Assistant
- Using Help Contents - Publisher
- Using Search Results - Publisher
- Set Up Ergonomic WorkStations
- Rests Breaks And Exercises
- Minimising Paper Wastage
- Backup Procedures
- Electronic File Management
- Maintaining A Printed File Register