



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft Publisher

Creating Publications

Module 1

- Running Publisher
- The Publisher Screen
- Getting Help

Module 2

- Creating a New Publication
- Viewing Options
- Saving & Spell Checking
- Changing Publication Options
- Inserting & Deleting Pages
- Adding Page Numbers
- Working with Headers & Footers
- Inserting a Section
- Working with Layout & Ruler Guides
- Changing the Page Setup
- Previewing & Printing
- Closing a Publication

Module 3

- Opening a Publication
- Working with Text
- Applying Attributes & Changing Fonts
- Using the Ruler & Measurement Toolbar
- Formatting with DropCaps
- Finding & Replacing Text
- Working with the Thesaurus
- Editing Text Using MS Word
- Importing a Word Document
- Inserting the Date & Time
- Adding Symbols
- Moving & Copying Objects
- Working with the Office Clipboard
- Resizing & Deleting Objects
- Rotating Objects
- Working with Layers

Module 4

- Working with Online Pictures
- Adding & Customizing Graphics
- Inserting AutoShapes
- Working with Tables
- Adding WordArt
- Adding a Design Gallery Object

Module 5

- Hyperlinks
- Working with the Master Page
- Preparing for Commercial Printing