

"Ideas are like rabbits. You get a couple and learn how to handle them, and pretty soon you have a dozen." John Steinbeck

What this course will do for you:

You need your publications to look more professional and have more visual impact so that you can sell your message more powerfully and communicate information more effectively. On this course you'll learn how easy it is to use Microsoft Publisher to create professional-looking brochures, flyers, advisements, business cards, booklets, and many more. By using hands on sessions, with data relevant to your work, this course will show you how you can produce any type of publication, both quicker and better.

To get the most out of this course:

You don't need any previous experience of using Publisher but you should be reasonably confident in general computer use and want to learn how to create professional looking publications.

Course Topics and Objectives

🔥 The Publisher Environment

*You will be able to:
Accurately distinguish and use different parts of the Publisher screen.*

🔥 Choosing Which Type of Publication

*You will be able to:
Correctly select the type of publication you want to create.*

🔥 Working with Objects

*You will be able to:
Insert an object (e.g.) a picture or shape
Select, move and resize an object.
Rotate and flip objects.
Accurately place objects on a publication*

🔥 Using Ruler Guides

*You will be able to:
Use Ruler Guides to align objects accurately.*

🔥 Using Layout Guides

*You will be able to:
Create margin space around the edge of publication.
Create a grid onto which to place objects accurately.*

🔥 Working with Multiple Pages

*You will be able to:
Insert additional pages into your publication.
Work with facing pages by using the Two Page Spread.*

🔥 Using Text Boxes

*You will be able to:
Type text elements into a text box and format text inside a text box.
Link Text Boxes so text flows through successive text boxes.*

🔥 Word Wrapping

*You will be able to:
Control how words wrap around pictures and shapes.*

🔥 Adjust Line Spacing

*You will be able to:
Control the exact amount of space between lines to improve readability of text elements.*

🔥 Controlling Hyphenation

*You will be able to:
Prevent Publisher hyphenating long words in text boxes.*

🔥 Drawing Shapes and Lines

*You will be able to:
Insert shapes correctly to add visual impact.
Accurately place shapes on a publication.
Format shapes and lines to your own design.*

🔥 Using Borders and Border Art

*You will be able to:
Apply plain and decorative borders to pages and boxes.*

🔥 Using WordArt

*You will be able to:
Use Word Art to add a more artistic appearance to plain text.*

🔥 Workshop

A chance for you to design and create a publication of your choice.