MS Publisher – 1 day

Prerequisites
In order to successfully master MS Publisher, PC Induction or similar must have been completed.

Getting started
- Exploring the Publisher window
- Getting help
- Closing files and closing Publisher

Creating publications
- Creating a publication
- Page setup options
- Working with pictures
- Working with text frames

Formatting publications
- Modifying text frames
- Formatting text
- Changing paragraph properties
- Using editing tools

Working with multipage publications
- Creating multipage publications
- Modifying multipage publications
- Working with master pages
- Working with text

Working with objects and graphics
- Working with AutoShape objects
- Working with pictures
- Working with WordArt

Working with tables
- Getting started with tables
- Modifying tables
- Formatting tables
- Printing publications
- Printing publications

Working with Newsletters
- Getting started with newsletters
- Modifying newsletters

Designing Web Sites
- Exploring Web sites
- Creating Web sites
- Modifying Web sites
- Working with form pages

Linking Web Pages
- Creating hyperlinks
- Modifying hyperlinks
- Working with hot spots

Publishing Web sites
- Converting to HTML
- Understanding FTP and publishing Web sites

Mail Merge
- Creating data sources
- Merging data sources with publications
- Sorting and filtering
- Completing and cancelling a merge