

PROPOSED Publisher 2007

1 Day Introduction

Course Outline

Session	Content
1	<p>Desktop Publishing Basics</p> <ul style="list-style-type: none"> • Set layout guides • Change views of the page • Draw, resize, move and delete shapes • Shade, flip and rotate shapes • Add, resize, move and delete clipart • Add, edit, format, resize and move WordArt
2	<p>Creating Flyers and Posters</p> <ul style="list-style-type: none"> • Change the page orientation • Add BorderArt to a page • Create a text frame • Edit and format the text in a text frame • Use the spelling checker • Use WordArt, Clip Art, shapes and text to create a flyer
3	<p>Using the Design Assistant</p> <ul style="list-style-type: none"> • Modifying a flyer created using the Design Assistant • Modifying a card created using the Design Assistant <p>Creating Multiple Page Publications</p> <ul style="list-style-type: none"> • Working with multiple pages • Importing text from a word processor • Flowing text from one frame to another • Producing a simple newsletter
4	<p>Using Tabs and Tables</p> <ul style="list-style-type: none"> • Set and use tabs • Indent text • Add bullets or numbering to text • Create, format and edit tables • Use the Design Assistant to create a calendar <p>Using The Master</p> <ul style="list-style-type: none"> • Using the Master • Using Headers and Footers • Add page numbers

June 10



Your Success is Our Priority

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Computing

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