



# PUBLISHER ESSENTIALS

**SKILL LEVEL : INTERMEDIATE**  
**DURATION : 1 FULL DAY**

Mobile MOUSE  
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## COURSE OVERVIEW

This course provides an insight to Microsoft Publisher. Publisher offers the quick and personalized production of marketing material. Regardless of design experience, this course helps in creating or customizing existing print publications, calendars, brochures and flyers (and more). Learn the layout and design principles necessary to create professional materials.

### WHO SHOULD ATTEND THIS COURSE

This course is designed for people who currently or who would like to create, edit and print professional quality publications, which incorporate text and graphics. Users who want to improve or sharpen their existing basic or intermediate skills in Publisher will benefit from this course.

### COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



### MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course is not intended for new users to computing.
- Attendees should already have strong keyboard and mouse skills.
- Attendees should already have a complete understanding of working in a Windows environment.

## COURSE CONTENT AND OUTLINE

### PART 1 - GETTING STARTED

- Selecting a publication type and template
- Using page options
- Using colour schemes
- Using font schemes
- Using quick publication options
- Entering and selecting text
- Modifying font formats
- Modifying line spacing
- Modifying text alignments
- Inserting drop caps
- Inserting symbols & the date and time
- Format Painter
- Using kerning, tracking and scaling
- Inserting bullets and numbers
- AutoFit options

### PART 2 - PAGE OPTIONS

- Inserting, moving and deleting pages
- Inserting page numbers
- Inserting sections
- Inserting headers and footers

### PART 3 - TABLES AND TEXT BOXES

- Inserting and selecting tables
- Merging and splitting cells
- Deleting tables
- Using Table AutoFormat
- Using the Format Table dialog
- Inserting / Modifying / Moving / Deleting text boxes
- AutoFit

### PART 4 - GRAPHICAL AND VISUAL ELEMENTS

- Clipart, AutoShapes and Pictures
- Grouping and ungrouping AutoShapes
- Inserting and Modifying WordArt
- Arranging Objects with the ruler and guides
- Align and Distribute commands
- Nudging and Snapping
- Applying backgrounds
- Creating, Editing & Applying colour & font schemes

### PART 5 - MASTER PAGES AND STYLES

- Creating, Editing and Applying master pages
- Creating, Modifying, Applying and deleting styles

### PART 6 - CUSTOMIZATION AND PROOFING

- Auto Recover and AutoCorrect options
- Spelling and Toolbar options
- Printing options
- The Design Checker
- Packing a publication
- Inserting hyperlinks
- Publishing

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**PUBLISHER ESSENTIALS (INTERMEDIATE)**

