



Microsoft Publisher Essentials

(Available in Publisher 2007 or 2010 format)



Mobile MOUSE



Microsoft Publisher Essentials

Venue: Onsite (your premises) or Inhouse (our premises)

Duration: 1 Full Day (9am - 4pm)

Part One - 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 Two - Page Options

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

Part Three - Tables and Text Boxes

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

Part Four - Graphical and Visual Elements

- Inserting clipart and pictures
- The Picture Toolbar
- Inserting and modifying AutoShapes
- Grouping and ungrouping AutoShapes
- Rotating and flipping AutoShapes
- Inserting and Modifying WordArt
- Arranging Objects with the ruler and guides
- Align and Distribute commands
- Nudging and Snapping
- Applying backgrounds
- Creating, Editing and Applying colour schemes
- Creating, Editing and Applying a font scheme

Part Five - Master Pages and Styles

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

Part Six - Customization and Proofing

- AutoRecover options
- AutoCorrect options
- Spelling options
- Toolbar options
- Spell check
- Print Preview & Zoom
- Printing options
- The Design Checker
- Packing a publication
- Inserting hyperlinks
- Publishing your site



What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

CONTACT MOBILE MOUSE NOW

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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.

Please note that this course is not intended for brand new users to a computer. Attendees should already have fundamental keyboard and mouse skills.

