

### Microsoft Publisher Level 1

**Prerequisites:** Microsoft Windows XP Fundamentals or Microsoft Windows 2000 Fundamentals; or equivalent experience. **Strongly Recommended:** Basic typing, keyboard, and mouse skills

#### Course Objectives

This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher to create, layout, and edit publications.

- Create a one page publication
- Modify a publication's layout and structure
- Edit content in a publication
- Format text
- Format pictures
- Identify the options for distributing a publication

#### Outline

##### Lesson 1: Creating a Basic Publication

- Examine the Publisher Environment
- Create a Publication from a Publication Design
  - The Publisher Window
  - Design Element Objects
  - Master Design Sets
  - The New Publication Task Pane
  - Zoom
- Replace Design Object Placeholders
  - Text Box
  - Picture Frame
  - The Clip Art Task Pane
  - Save a Publication
  - Create a Blank Publication
  - Display Ruler Guides
  - Add Text
  - Insert a Picture from a File

##### Lesson 2: Modifying a Publication's Layout and Structure

- Insert and Delete Pages
- Insert a Text File
- Size Text Boxes and Picture Frames
- Move Text Boxes and Picture Frames
- Connect Text Boxes
- Divide Text Boxes into Columns
- Move a Page
- Create and Use a Master Page
  - Headers and Footers

##### Lesson 3: Editing Content in a Publication

- Edit Text in a Publication
- Research Information
  - The Research Task Pane
  - Thesaurus

- Find and Replace Text
- Check Spelling

##### Lesson 4: Formatting a Publication

- Format Text
  - The Color Schemes Task Pane
  - The Font Schemes Task Pane
- Apply Schemes
- Insert Symbols
- Indent Paragraphs
- Change Spacing Between Paragraphs
- Control Paragraph Flow
- Create Paragraph Styles
- Format Text Boxes

##### Lesson 5: Formatting Pictures in a Publication

- Format Picture Frames
- Crop a Picture
- Wrap Text Around a Picture
- Insert a Design Gallery Object

##### Lesson 6: Preparing a Publication for Distribution

- Check the Design of a Publication
  - The Design Checker Task Pane
- Verify Pictures
  - The Graphics Manager Task Pane
- Create a Newsletter to Email
- Create a Web Page
  - The Web Site Options Task Pane
- Publish a Web Site
- Preview and Print a Publication
- Templates
  - What is a Template?

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