



Presentation Software Training

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Microsoft Publisher: Introduction to Intermediate (Group Bookings Only)

Overview & objectives

This two-day course is designed to help delegates create publications, format text, insert graphics, create tables, and perform other basic tasks in Microsoft Publisher.

Course Prerequisite

Microsoft Word: Introduction

Who should attend?

The course has been designed for delegates who will create company newsletters, brochures, marketing flyers, design web sites and set up mail merges.

Course Outline

This course consists of 6 modules	
Module One	Starting Publisher; Deciding how to Create a New Publication; Elements of the Publication Window; The Publisher Menu Bar; Shortcut Menus; Publisher Toolbars; Understanding Dialog Boxes; Basic Navigation; Getting Help / Office Assistant; Closing Files & Closing Publisher; Creating & Planning a Publication; Creating a Personal Profile; Selecting a New Publication Design; Selecting Page Size / Orientation; Understanding Placeholders; Saving your Publication; Using Design Sets & Templates; Exiting Publisher
Module Two	Changing the Publication Display; Page Setup Options; Page Margins & Layout Guides; Opening an Existing Publication; Working with Text Frames; Copying a Frame; Grouping & Ungrouping Frames; Arranging Frames in Layers; Modifying Frames; Text Overflow in Frames
Module Three	Enhancing Frames with Borders & Colors; Applying a Shadow; Applying a 3-D Style Effect; Changing how Text looks; Symbols & Special Characters; The Format Painter Button; Text Styles; Working with Line Spacing; Indenting; Setting Tabs; Numbered Lists / Bulleted Lists; AutoCorrect; Find & Replace Text; Use the Thesaurus; Spell Check; Hyphenation & Design Checker; Working with Columns; Drop Caps; Working with Objects / Graphics / WordArt
Module Four	Adding Text Mastheads; Using the Design Gallery; Inserting Objects from other Applications; Drawing Objects in Publisher; Formatting Drawing Objects; Change the Order of Objects; Align or Distribute Objects; Group & Ungroup Objects
Module Five	Inserting Tables in the Publication; Sizing & Moving Tables; Sizing Table Columns & Rows; Adding Columns & Rows in a Table; Merging Cells; Splitting Cells; Inserting a Diagonal in a Cell; Formatting the Table Automatically; Formatting the Table Manually; Add Pictures & Objects to a Table; Previewing the Publication; Working with Print Options; Pack your Publication
Module Six	Getting Started with Newsletters; Newsletter Components; Modifying Newsletters; Mail Merge; Creating a Data Source; Editing Publisher Address Lists; Merging Data Sources with Publications; Preview a Merge; Sorting and Filtering; Completing a Merge; Creating Tri-Fold Brochures & Business Cards; Creating Envelopes & Mailing Labels; Creating a Publisher Web Site; Adding and Removing Hyperlinks; Viewing your Web Site; Publishing your Web Site; Master Page

Additional Information

Duration	2 days
Includes	Comprehensive Manual Lunch & Refreshments (not applicable to on-site training) Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.