



# Microsoft Publisher Office User

## Overview:

This course provides a comprehensive insight into Microsoft Publisher. Publisher has been designed to offer the quick and personalised production of marketing material. Regardless of design experience, this course helps in creating/customising existing print publications, calendars, brochures and flyers.

## Objectives:

To comprehensively cover all topics from basic user to top intermediate in one day.

## Target Audience:

All users

## Pre-Requisites:

A very basic use of publisher would be beneficial but not necessary

**Course Duration:**  
1 day

**Cost:**  
£240 + vat

**Course Code:**  
QPu-OU1

**Qdos Computer Consultants Limited**

Syner-Med House  
120 High Street  
Purley, CR8 2AD

**Booking:**  
To register for this course, please call:

**020 8763 8732**

**Book online**

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## Topics:

### Introduction

- Navigating the publication
- Creating a basic publication
- Publisher Screen Layout Ribbons,
- Live Preview Publication Designs  
Creating/Saving/Closing/Opening Files
- AutoCorrect
- Quick Access Toolbar
- Backstage Printing
- Creating PDF Documents

### Using Text Boxes

- Using and formatting text boxes
- Creating text styles
- Connecting text boxes
- Format painter and spell check

### Working with Objects Drawing objects

- Basic Formatting
- Undo/Redo Cut, Copy, Paste
- Single and Multiple Selection
- Alignment/Line Spacing
- Spell Check
- Rotating and flipping objects
- Grouping objects
- Importing objects
- Inserting a table
- Zoom Control
- Moving, Resizing and Deleting Objects
- Find and Replace
- Bullets/Numbering
- Format Painter
- Hyperlink Scratch Area

### Publication Setup

- Page orientation
- Inserting and deleting pages
- Using backgrounds

### Graphics

- Clip Art
- Pictures
- Position and Size
- Moving, Deleting and Resizing
- Rotating and Flipping Captions
- Masters

### Using Design Effects

- Using WordArt
- Using borders and shading
- Using shadows and page borders Printing
- Designs
- Colour Schemes
- Font Schemes
- Design Gallery

### Publications

- Print options

### Using Templates and Wizards

- Using page wizard tool
- Using design gallery
- Creating a template