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Microsoft Publisher level 1 course content (1-day)

Course Description

Microsoft Office Publisher Beginners course teaches the core features and functions of Publisher 2010. Students will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

Target Audience

Students will benefit from this course if their goal is to learn the basic features of Publisher 2010 to create both basic and multi-page publications, work with master pages, format text and paragraphs, work with tables and output publications for sharing and commercial printing.

Prerequisites

Good working knowledge of the Windows Operating System and proper IT skills

Course Outline:**1. Getting Started**

- Topic A: The Publisher interface
- Topic B: Navigation and selection techniques
- Topic C: Publisher Help

2. Basic Publications

- Topic A: Publication Basics
- Topic B: Object positioning

3. Multi-page Publications

- Topic A: Multi-page layouts
- Topic B: Master pages

4. Working with Text

- Topic A: Text box linking
- Topic B: Paragraph formatting

5. Tables

- Topic A: Table basics
- Topic B: Table structure
- Topic C: Table formatting

6. Layout and Design Techniques

- Topic A: Text boxes
- Topic B: Graphics adjustments
- Topic C: Stacking and grouping objects

7. Finalizing Publications

- Topic A: Publication output
- Topic B: Print preparation

Microsoft Publisher level 2 course content (1-day)

Course Description

Microsoft Office Publisher Advanced course builds on the skills and concepts taught in Publisher 2010: Basic. Students will learn how to control colours and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, students will learn to customize the Ribbon and Quick Access toolbar.

Target Audience

Students will benefit from this course if their goal is to learn the advanced features of Publisher 2010 and use them to adjust layout and design of a publication, work with advanced typography, create publication with sections, perform a mail merge and a catalogue merge, creative interactive forms, design and publish Web sites and customize the Publisher workspace.

Prerequisites

Microsoft Publisher 2010 Beginners or equivalent working knowledge

Course Outline

1. Basic Design Options

- Topic A: Publication setup
- Topic B: Custom colours
- Topic C: Building blocks
- Topic D: The Graphics Manager pane

2. Typography

- Topic A: Styles and font schemes
- Topic B: Graphics in typography
- Topic C: Precise spacing control
- Topic D: Symbols and special characters

3. Long Publications

- Topic A: Sections
- Topic B: Bookmarks

4. Mail Merge and Catalogue Merge

- Topic A: Form letters
- Topic B: Data sources for the recipient list
- Topic C: Catalogue merge

5. Interactive Forms

- Topic A: Editing Web forms
- Topic B: Modifying form properties

6. Web Site Publishing

- Topic A: Adding elements to a Web site
- Topic B: Finalizing and publishing a site

7. Customizing Publisher

- Topic A: Customizing the Ribbon
- Topic B: Customizing the Quick Access toolbar