

Publisher

Course Description

Students will learn how to create, format, edit, and share publications using MS Publisher.

Prerequisites

Windows Introduction, or equivalent knowledge.

What Next?

This is the only course for Publisher. Students looking to broaden their knowledge should consider learning Adobe InDesign.

Course Content

Unit 1: Getting Started

- The Publisher interface
- Customising the interface
- Creating a publication

Unit 2: Adding Content to a publication

- Adding text
- Text Boxes and Picture Placeholders
- Displaying content in Text Boxes
- Applying Building Blocks

Unit 3: Formatting Text in a publication

- Formatting Text and Paragraphs
- Applying Paragraph Styles
- Applying Schemes

Unit 4: Editing Text in a publication

- Editing Text in a Publication
- Presenting Content in Tables
- Inserting Symbols and Special Characters

Unit 5: Adding and Formatting Graphics in a publication

- Adding Graphical Objects
- Manipulating the Appearance of Pictures

Unit 6: Preparing a Publication for Sharing and Printing

- Saving a Publication
- Running Design Checker
- Previewing and Print a Publication
- Sharing a Publication