



Publisher 2016[©] Introduction



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course intended for users who are keen to learn how to create a range of business-based documents such as fliers, newsletters and labels.

LEARNING OUTCOMES

The skills gained on this Course are sufficient to be able to create real-world documents such as fliers, newsletters and labels.

Getting Started With Publisher 2016

- Understanding Publisher 2016
- Starting Publisher
- Understanding The Start Screen
- Creating A New Blank Publication
- The Publisher 2016 Screen
- How Publisher 2016 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Understanding The Status Bar
- Exiting Safely From Publisher

Your First Publication

- Tips For Planning A Publication
- Understanding Different Types Of Publications
- Adding And Editing Business Information
- Creating A Publication From A Template
- The Save As Place
- The Save As Dialog Box
- Saving A New Publication On Your Computer
- Inserting Text
- Formatting Text
- Using Undo And Redo
- Saving An Existing Publication
- Previewing A Publication
- Printing A Publication
- Safely Closing A Publication

Working With a Publication

- The Open Place
- The Open Dialog Box
- Opening An Existing Publication
- Using The Pages Navigation Pane
- Working With Layouts
- Zooming And Panning
- Inserting Pages
- Naming Pages

- Moving Pages
- Deleting Pages

Working With Text

- Creating A Text Box
- Modifying A Text Box
- Importing Text
- Checking Spelling
- Selecting Text
- Applying Colour To Text
- Creating WordArt
- Formatting WordArt
- Text Effects

Text Techniques

- Text Columns
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Wrapping Text
- Aligning Text
- Using Baseline Guides
- Paragraph Spacing
- Hyphenation
- Creating Bulleted Lists
- Creating Numbered Lists
- Creating Text Styles
- Applying A Text Style
- Modifying A Text Style

Building Blocks

- Inserting Page Parts
- Inserting Calendars
- Inserting Borders And Accents
- Inserting Advertisements

Working With Shapes

- Drawing And Inserting Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Grouping Shapes
- Changing Fill

- Drawing Lines
- Deleting Shapes

Working With Pictures

- Inserting Pictures
- Inserting Online Pictures
- Using The Scratch Area
- Swapping Pictures
- Picture Formatting And Effects
- Cropping Pictures
- Inserting A Caption

Working With Tables

- Inserting Tables
- Entering Text In A Table
- Adjusting Rows And Columns
- Applying Table Styles
- Using Fills And Tints
- Using Sample Fill Colour

Design and Layout

- Page Orientation
- Understanding Page Sizes
- Creating Envelopes
- Creating Labels
- Creating Folded Cards
- Changing Margin Guides
- Creating Grid Guides
- Creating Ruler Guides
- Using Guides
- Using Colour Schemes
- Using Font Schemes
- Creating A Fill Background
- Creating An Image Background

Master Pages

- Understanding Master Pages
- Using A Master Page
- Inserting Headers
- Inserting Footers
- Inserting Page Numbers
- Using A Two Page Master
- Creating Additional Master Pages
- Using Multiple Master Pages

Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Clearing A Filter

Catalogue Merge

- Understanding The Merge Area
- Creating A Product List

- Selecting A Merge Area Layout
- Inserting Text Fields
- Formatting Text Fields
- Inserting Picture Fields
- Previewing And Modifying A Catalogue Merge
- Merging To A New Publication

Saving and Sharing

- Sending A Publication As An Email
- Changing The File Type
- Saving For Photo Printing

- Saving For A Commercial Printer
- Saving For Another Computer

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Navigating The Help Window
- Using The Office Website
- Googling Help
- Printing A Help Topic

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm