

Soft-Train®



At Soft-Train
Technology Works

Advanced Microsoft Publisher (1 Day) ST85070

COURSE GOAL: To provide the student with an Intermediate understanding of Publisher.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Use Predefined Publications
- Create a Newsletter
- Use Text and Link Overflows
- Use and Change the Appearance of Graphics, Clip Art, and Pictures
- Designing Your Own Gallery
- Using Mail Merge to Create an Address List and Merge Your Catalogs

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Create Predefined Publications
<input type="checkbox"/>	<input type="checkbox"/>	Create Newsletters
<input type="checkbox"/>	<input type="checkbox"/>	Import Graphics and ClipArt
<input type="checkbox"/>	<input type="checkbox"/>	Use the Design Gallery to Add a Personal Touch
<input type="checkbox"/>	<input type="checkbox"/>	Modify your Graphics or Text-Art
<input type="checkbox"/>	<input type="checkbox"/>	Use the Autoshapes Tool to Add Artistry to Your Work
<input type="checkbox"/>	<input type="checkbox"/>	Perform a Catalog Mail Merge

If you answered NO to three or more of these questions, you should attend this class.

KEY TOPICS:

I. Starting With a Pre-Designed Publication

- A. Pre-Designed Publication
- B. Viewing the Content
- C. Choose Color and Font Scheme

II. Creating and Modifying Text

- A. Creating a Blank Publication
- B. Create a New 3-Column Text Box
- C. Text Overflow
- D. Link Text Overflow

III. Format Imported Graphics or Clip Art

- A. Import Graphics
- B. Using the Picture Tools Ribbon
- C. Control Text Wrap Around Your Picture

IV. Page Parts and Design Gallery

- A. Using Page Parts
- B. Design Checker
- C. Saving Your Art in My Designs
- D. Changing Designs

V. Arranging Graphics and Text-Art

- A. Order - Front to Back
- B. Using Guides
- C. Arranging Shapes
- D. Grouping Graphics
- E. Aligning Graphics

VI. Catalog and Mail Merge

- A. Creating an Address List
- B. How the Merge Catalog Works
- C. Creating a Catalog Merge
- D. Creating a Mail Merge