

# PUBLISHER MASTERCLASS

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Publisher Essential Skills

- ▶ Creating Publications using Templates
- ▶ Page View Settings
- ▶ Working with Objects
- ▶ Creating, Opening & Saving Publications

## Page Layout

- ▶ Page Setup
- ▶ Layout Guides
- ▶ Managing Pages

## Working with Text

- ▶ Using Text Boxes
- ▶ Creating Stories in Connected Text Boxes
- ▶ Inserting & Importing Text
- ▶ Spell Checking

## Formatting Text

- ▶ Formatting Text with Fonts, Sizes & Colours
- ▶ Using Text Effects
- ▶ Duplicating Formats with Format Painter
- ▶ Changing Paragraph Alignment
- ▶ Line & Paragraph Spacing
- ▶ Indenting Text
- ▶ Creating Bulleted & Numbered Lists
- ▶ Displaying Text in Columns
- ▶ Working with Styles & Schemes

## Formatting Shapes & Pictures

- ▶ Shape Styles & Effects
- ▶ Aligning & Grouping Shapes
- ▶ Editing & Cropping Pictures

## Publication Design Features

- ▶ Using Building Blocks
- ▶ Managing Business Information
- ▶ Creating & Navigating Tables
- ▶ Inserting & Deleting Rows & Columns
- ▶ Formatting Tables

## Master Pages, Headers & Footers

- ▶ Creating & Managing Master Pages
- ▶ Applying Headers, Footers & Page Numbers

## Working with Newsletters

- ▶ Creating & Editing Newsletters

## Mail Merge

- ▶ Produce Letters & Labels using Mail Merge
- ▶ Creating a Mail Merge Data Source
- ▶ Editing the Data Source

## Finalising Publications

- ▶ Publication Design Checker
- ▶ Printing Publications

## Course Duration: 1 Day

**Price Per Delegate: £195**  
(Public Scheduled Course)

**Price Per Course: £695**  
(On-Site at Customer Premises)

## Suitable For:

Those who need to create professional publications using a variety of text and images and also multiple page publications and mass distribution using Mail Merge

## Learning Outcomes:

On completion of the course, delegates will be able to create a range of publications that include text, graphics, tables and images with precise layouts and formats.

## Prerequisite Skills:

Delegates attending must be able to confidently work within a Windows environment and ideally another Microsoft application such as Word or PowerPoint.