

Microsoft Publisher

BSBITU309 - Produce desktop published documents
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

7 hours

Cost

\$425 GST-free
Includes training manual

Prerequisite

Experience with Microsoft Windows and use of a mouse.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the current attributes participant to effectively use Publisher.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to trainees upon commencement of training session.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of Publisher.

CONTENT

Getting Started with Publisher

- Starting Publisher
- Quick Publications
- Existing Publications
- New Publications

Using Publisher Help

Creating a New Publication

- Layout Guides
- Master Pages
- Rulers and Ruler Guides
- Automatic Page Numbering
- Using the Zoom Feature
- Columns
- Headers and Footers
- Working with Pages

Using Frames

- Drawing Frames
- Deleting Frames
- Moving and Sizing Frames
- Formatting Frames

Using Text Boxes

- Adding Text
- Deleting Text
- Editing Text
- Applying Character Formatting
- Changing Text Box Properties
- Creating Columns within Text Boxes
- Importing Text
- Linking Text Boxes
- Using Indents and Tabs

Using Picture Frames

- Creating a Picture Frame
- Inserting a Picture
- Sizing, Cropping and Recolouring Pictures
- Wrapping Text Around a Picture

Using Table Frames

- Editing Tables

Using WordArt Frames

- Creating WordArt
- Editing WordArt
- Using Objects
- Drawing an Object Using the Drawing Tools
- Inserting Design Gallery Objects
- Aligning and Distributing Objects
- Grouping Objects
- Stacking Objects

Printing



For bookings contact us on:

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