



# Comprehensive Publisher 2003/2007

## Course Outline

Duration: 1 Day

### **Publisher basics**

Publisher - an overview  
Starting and exiting Publisher  
Creating and saving a publication  
Closing a publication  
Printing a publication  
Switching between publications

### **Working with Objects and Frames**

Manipulating Objects and frames  
Grouping, nudging, aligning and moving  
Objects and frames

### **Working with Text**

Creating a text box  
Formatting and wrapping text  
Spell checking  
Paragraph spacing  
Linking text boxes  
Hyphenation

### **Text Styles**

Creating, applying, modifying and deleting  
text styles

### **Tables**

Creating a table  
Inserting and deleting columns/rows  
Modifying the table properties

### **Drawing tools**

Creating a drawing using autoshapes  
Coping shapes  
Drawing lines  
Formatting lines  
Grouping objects  
Order of objects

### **Page setup**

Portrait and Landscape  
Setting up different page sizes  
Inserting pages  
Deleting pages  
Creating headers  
Margins

### **Working with Pictures**

Inserting clipart  
Inserting Pictures  
Modifying pictures  
Wrapping text around pictures

### **Formatting text**

Text Formatting  
Rotating  
Formatting lines  
Customising line formatting

### **Integrating with other applications**

Copying from Publisher to another  
application

### **Mail Merge – Email Catalogue**

Creating a Data Source  
Using an Existing Data Source  
Adding Merge Fields  
Performing and Printing the Merge

### **Templates**

Creating Publication Templates

### **Customising the Design Gallery**

Adding Objects to the Design Gallery