



**SELECT TRAINING AND RECRUITMENT LTD**

## **Publisher 2007 - Levels 1 & 2**

### **INTRODUCTION:**

The Microsoft Publisher - Level 1 and 2 course is designed to introduce the learner to Microsoft Publisher. The skills learned in this course will help the learner to create, and organise documents in Publisher.

In the Microsoft Publisher - Level 1 and 2 course, you will learn how to Start Publisher, learn basic editing operations, save, open and print documents and learn basic formatting techniques.

Skill exercises which aim to consolidate learning by applying the new skills to practical application are provided at the end of each section.

### **PREREQUISITES:**

Students wishing to undertake this course should have a basic understanding of the windows environment.

### **COURSE AIMS:**

To provide an overview and introduction to Microsoft Publisher 2007.

### **COURSE CONTENT:**

#### **Getting Started**

Loading Publisher, familiarising one-self with the elements of the screen, entering text

#### **Producing Desktop Publishing (DTP) documents**

Inserting text boxes, wordart and shapes, font formatting

#### **Publication Layout**

Ruler and layout guides, margin and grid guides

#### **Basic Formatting**

Inserting text boxes, editing text, inserting graphics and clipart, manipulating graphics, grouping, copying and aligning objects

#### **Document Enhancement**

Line shading and gradients, recolouring objects, multi-column publications

#### **Saving, Opening, Printing and Exiting**

Saving, closing, opening, printing, starting a new document and Exiting Publisher