

Training Course Specification

Course: Microsoft Publisher 2003 Level 2

Duration: One-Day

COURSE OBJECTIVES: To deliver more advanced features to the Publisher user.

WHO SHOULD ATTEND: People who intend to design and create various kinds of publications to a high level. Designers using Microsoft Publisher as the software.

EXPERIENCE NEEDED: This course assumes prior knowledge and use of Publisher, or similar design applications. Delegates should have a clear understanding of the fundamentals of Publisher and DTP concepts. Ideally, delegates should have sat the Introductory MS Publisher course.

COURSE CONTENTS:

1: Using Styles and Templates

- Working with Styles
- Creating a New Style from an Existing Format
- Creating a New Style from Scratch
- Applying Styles
- Modifying Styles and Updating the Publication
- Clearing formatting
- Designing Templates
- Creating a Template
- Using a Template
- Modifying a Template

3: Spacing Your Publication

- Refining Spacing
- Adjusting Tracking
- Adjusting Kerning
- Adjusting Vertical Spacing
- Nudging Objects
- Snapping Objects to Ruler Marks, Guides and Other Objects
- Placing Text
- Breaking Lines
- Modifying Hyphenation
- Inserting Nonbreaking Spaces and Hyphens

2: Enhancing the Publication

- Working with Lists
- Adding Standard Bullets to Lists
- Customising Bullets
- Accessing Other Bullet Formats
- Creating a Numbered List
- Removing Bullets and Numbering
- Inserting a Symbol at the End of an Article
- Adding Lines As a Design Element
- Drawing a Plain Line or Arrow
- Modifying a Line or an Arrow
- Constraining a Line

4: Creating Special Effects

- Manipulating Graphics
- Wrapping Text around a Graphic
- Creating a Custom Text Wrap
- Layering Graphics and Text
- Making an Object Transparent or Opaque
- Creating Watermarks
- Importing Objects
- Inserting Objects Created in Other Applications
- Modifying OLE Objects
- Updating a Link

5: Using Colour Effectively

Adding Full Colour Effects
Colouring Text
Applying Tints and Shading to Text
Colouring Objects
Colour Schemes
Applying Patterns or Gradients
Applying Patterns or Gradients
Creating Colour Bleeds
Applying Shades of Grey
Including Photographs
Reproducing Photographs
Inserting Scanned Images and Photos
Using a Printing Service
Understanding Colour Printing
Processes
Setting Up the Publication for Outside
Printing
Using Pack and Go

For further information please contact Sue Parsons Training:

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