

Training Course Specification

Course: Microsoft Publisher 2007 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

2: Enhancing the Publication

- Working with Lists
- Adding Standard Bullets to Lists
- Customizing 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

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

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 us:

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