



Course Outline



Publisher - Basics

Versions 2007/2010/2013/2016

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Program Objectives: The student will learn how to create and enhance desktop publishing documents such as newsletters, brochures, and business cards.

- ◆ Introduction to Publisher
- ◆ Elements of Design
- ◆ Planning the Publication
- ◆ Starting Publisher
- ◆ Creating a Business Card
- ◆ Working With Frames and Boxes
- ◆ Creating a Template
- ◆ New From Existing Option
- ◆ Using the Template
- ◆ Saving Publications
- ◆ Text Box Tool
- ◆ Publisher Screen
- ◆ Publisher Tools
- ◆ Creating a Newsletter From Scratch
- ◆ Setting the Page Orientation
- ◆ Using Layout Guides
- ◆ Snap To Guides
- ◆ Using the Master Page
- ◆ Viewing a Publication
- ◆ Page Numbers
- ◆ Creating a Copyright Statement
- ◆ Selecting Multiple Objects
 - Select Objects Tool
 - "Lasso" Method
- ◆ Objects
 - Aligning
 - Grouping
 - Nudging
- ◆ Watermarks
- ◆ Transparent Feature
- ◆ Adding a Page
- ◆ Inserting Files
- ◆ Using Copy and Paste
- ◆ Connecting a Text Box
- ◆ Text Box Hints
- ◆ Creating Columns
- ◆ Creating a Manual Column Break
- ◆ Styles
 - Creating
 - Using
 - Changing
- ◆ Creating a Bulleted List
- ◆ Changing a Bullet Style
- ◆ Drop Caps
- ◆ Graphics Using Clip Art
 - Resize/Move/Rotate
 - Displaying the Picture Toolbar
 - Deleting a Graphic
 - Inserting a Picture From a File
- ◆ Adding a Caption
- ◆ Creating a Callout and Callout Line
- ◆ Layering Objects
- ◆ Creating a Border for a Frame/Box
- ◆ Using Border Art
- ◆ Word Art
- ◆ Adding a Pull Quote
- ◆ Adding a Sidebar
- ◆ Frames
 - Filling With a Pattern or Color
 - Deleting a Frame
- ◆ Deleting a Page
- ◆ Spell Check
- ◆ Checking the Publication Design
- ◆ Printing a Publication
- ◆ Using Page Wizards

Course Prerequisite

Must have Windows and mouse proficiency; Word processing experience helpful

(4 CPE Credits)