

# Publisher Introduction

2 Days (9am to 4pm)

## Course Description

Microsoft Publisher is a desktop publishing application focused on the layout and arrangement of text in a document. If you need to create documents like manuals and guidebooks, Publisher is the portion of Microsoft Office to use. In this course you will learn all the core concepts necessary to produce impressive-looking documents.

As an entry-level program, Publisher is easier to use than professional page layout programs. Computer Help's Publisher course takes its lead from that and starts from the basics—while it can be taken by people familiar with other parts of Office, it is also suitable for beginners.

**Course Prerequisite:** Knowledge of basic Windows use and ability to use keyboard and mouse.

## Topics Covered

### Getting Started

Using Wizards  
Tools and Toolbars  
Rulers and Guides  
Zooming In and Out

### Text

Adding and Importing Text  
Moving and Sizing Text Frames  
Fonts and Colours  
Aligning Text  
Adding borders  
Character and Line Spacing  
Indents and Lists  
Tabs  
Text Frame Properties  
Spell Check

### Creating Tables

Creating a Table  
Adding/Deleting Columns & Rows  
Sizing Columns & Rows  
Merging & Splitting Cells  
Adding Borders

### Graphics

Importing Graphics  
Text Wrap Options  
Borders

### Document Formatting

Working with Columns  
Page Numbering  
Inserting & Deleting Pages  
Headers and Footers  
Adding Design Backgrounds  
Saving Documents  
Printing

### Objects and Frames

Adding Lines and Shapes  
Arranging  
Aligning  
Rotating  
Grouping

## More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: [www.Computer-Help.ca/Schedule.htm](http://www.Computer-Help.ca/Schedule.htm). To register for a course, call 416-494-4912 or register online at: [www.Computer-Help.ca/Registration.htm](http://www.Computer-Help.ca/Registration.htm)

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Classroom Locations: Toronto, North York, Mississauga, Newmarket

