Easy PC Training Ltd

IT Training Consultancy

Microsoft Publisher Level 2 – Course Outline

Course Information

This Publisher Level 2 course builds on the skills and concepts learnt in Publisher Level 1. Delegates will learn how to control colours and gradients, create and apply styles, work with WordArt objects and apply section page numbers and bookmarks.

They will also learn how to create and manage mail merge lists; edit Web form elements; and maintain and publish Websites created in previous editions of Publisher. Finally, participants will learn to customise the Ribbon and Quick Access toolbar

Pre-Requisites

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 Desktop Publishing concepts. Ideally, delegates should have attended the Publisher Level 1 course.

At the end of this course, you will be able to:

- ✓ Use styles and templates
- ✓ Create bullets and numbered lists
- ✓ Add lines as a design element
- ✓ Refine spacing
- ✓ Nudge objects
- ✓ Breaking lines in text
- ✓ Use hyphenation
- ✓ Manipulate graphics
- ✓ Wrap text around a graphic
- ✓ Work with layers
- ✓ Create watermarks
- ✓ Creating and modifying links
- ✓ Import objects

Course Contents

Unit 1 - Getting Started

- ➢ 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
- ➢ Working With Templates

Unit 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

Unit 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

Unit 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

Course duration: one day

Microsoft
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