

IT Training

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

MODULE 1; OBJECTIVES
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
SUMMARY; MODULE 1

2: Enhancing the Publication

MODULE 2; OBJECTIVES
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
SUMMARY; MODULE 2

3: Spacing Your Publication

MODULE 3; OBJECTIVES
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
SUMMARY; MODULE 3

4: Creating Special Effects

MODULE 4; OBJECTIVES
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
SUMMARY; MODULE 4

5: Using Colour Effectively

MODULE 5; OBJECTIVES
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
SUMMARY; MODULE 5