

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Microsoft Publisher Essentials
Course Length:	1 day
Prerequisite:	Windows Essentials or equivalent experience.
Course Description:	Topics include adding text to a publication, adding graphics, formatting and wrapping text, importing, connecting text frames, aligning objects, using backgrounds, creating tables, using styles, formatting frames, and using the Design Gallery.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Publisher Basics<ol style="list-style-type: none">1.1. Navigating the Work Area1.2. Using Publisher's Toolbars1.3. Creating a New Publication1.4. Adding Text1.5. Adding Graphics2. Working with Frames<ol style="list-style-type: none">2.1. Using Text Wrap2.2. Grouping Graphics3. Importing Text and Graphics4. Using Layout Techniques<ol style="list-style-type: none">4.1. Using Layout Guides4.2. Aligning Frames4.3. Nudging Objects4.4. Checking the Layout5. Working with Multiple Pages<ol style="list-style-type: none">5.1. Connecting Text Frames5.2. Creating a Background6. Creating Tables<ol style="list-style-type: none">6.1. Creating a New Table6.2. Entering and Editing Table Data6.3. Expanding Tables and Formatting Tables7. Formatting Text<ol style="list-style-type: none">7.1. Formatting Characters7.2. Setting Tabs7.3. Using the Format Painter8. Proofing Text<ol style="list-style-type: none">8.1. Using Spelling Tools8.2. Using Find and Replace Text8.3. Hyphenating Text9. Using Advanced Text Formatting<ol style="list-style-type: none">9.1. Adjusting Letter Spacing9.2. Adjusting Line Spacing9.3. Creating and Using Styles9.4. Creating a WordArt Frame9.5. Creating WordArt10. Using Advanced Design Techniques<ol style="list-style-type: none">10.1. Formatting Frames10.2. Creating Multiple Columns10.3. Drawing Simple Lines and Shapes