

AVP Training

Computer Software Training & Consulting

Publisher 2003 Introduction (Level 1)

General Description

Acquire the skills required to produce publications including flyers, newsletters and calendars

Learning Outcomes

- Use the New Publication task pane and navigate the main screen components
- Browse publication types and create, save and print a basic publication
- Create, modify, group and align objects and frames
- Produce text boxes with formatted text and import text
- Apply text columns, use baseline guides and link text boxes
- Develop, apply and modify text styles
- Use tabs and create bulleted and numbered lists
- Create tables, modify table structures and format table text
- Perform mail merge operations complete with data filtering
- Create autoshapes, draw lines and order objects
- Generate and format WordArt
- Apply portrait and landscape orientations and set up envelopes, labels and folded cards
- Develop and use templates incorporating grid guides, headers, footers and margin settings
- Obtain help using Help Contents and search results

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

<p>Course Topics</p> <p>Publisher 2003 Introduction (Level 1)</p>	Publisher 2003 Orientation
	Managing Publications
	Objects and Frames
	Text Basics
	Text Techniques
	Text Styles
	Tabs and Lists
	Tables
	Mail Merge
	Drawing
	WordArt
	Stationery and Page Orientation
	Layout and Page Techniques
	Accessing Help

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