

# Publisher

**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 ...

<b>Publisher Basics</b>	<ul style="list-style-type: none"><li>• Navigating the Work Area</li><li>• Using Publisher's Toolbars</li><li>• Creating a New Publication</li><li>• Adding Text</li><li>• Adding Graphics</li></ul>
<b>Working with Frames</b>	<ul style="list-style-type: none"><li>• Using Text Wrap</li><li>• Grouping Graphics</li></ul>
<b>Importing Text and Graphics</b>	
<b>Using Layout Techniques</b>	<ul style="list-style-type: none"><li>• Using Layout Guides</li><li>• Aligning Frames</li><li>• Nudging Objects</li><li>• Checking the Layout</li></ul>
<b>Working with Multiple Pages</b>	<ul style="list-style-type: none"><li>• Connecting Text Frames</li><li>• Creating a Background</li></ul>
<b>Creating Tables</b>	<ul style="list-style-type: none"><li>• Creating a New Table</li><li>• Entering and Editing Table Data</li><li>• Expanding Tables and Formatting Tables</li></ul>
<b>Formatting Text</b>	<ul style="list-style-type: none"><li>• Formatting Characters</li><li>• Setting Tabs</li><li>• Using the Format Painter</li></ul>
<b>Proofing Text</b>	<ul style="list-style-type: none"><li>• Using Spelling Tools</li><li>• Using Find and Replace Text</li><li>• Hyphenating Text</li></ul>
<b>Using Advanced Text Formatting</b>	<ul style="list-style-type: none"><li>• Adjusting Letter Spacing</li><li>• Adjusting Line Spacing</li><li>• Creating and Using Styles</li><li>• Creating a WordArt Frame</li><li>• Creating WordArt</li></ul>
<b>Using Advanced Design Techniques</b>	<ul style="list-style-type: none"><li>• Formatting Frames</li><li>• Creating Multiple Columns</li><li>• Drawing Simple Lines and Shapes</li></ul>