

## Microsoft Publisher Foundation Course Outline

---

**Duration:** One Day

**Pre-requisites:** Keyboard and mouse experience and ideally have a good working knowledge of Windows.

---

### What the professional do – Analysis

- Understanding Fonts
- Typography
- Good Design Skills and Creating Layouts
- Using White Space

### The Publisher Screen

- Help and Wizards
- Page Scratch Area
- Status Bar
- Toolbars
- Drawing Tools

### Creating a Publication

- Using Text Boxes
- Linking Text Boxes
- Formatting Text and Paragraphs
- Using Borders
- Saving a Publication
- Printing a Publication
- Closing, Opening, Amending and Re-saving a Publication

### Advanced Formatting of Text and Paragraphs

- Line Spacing (leading)
- Symbols
- Spelling

### Document Formatting

- Margins
- Page Sizes
- Border Art
- Word Art

### Using the Drawing Tools

- Copying Objects
- Moving Objects
- Sizing Objects
- Lines
- Rectangles
- Ellipse

### Creating a Newsletter

- Importing Text from a Word Processor
- Using Guides and Grid
- Columns
- Importing text from Word

### Graphic Frames

- Clipart
- Wrapping Text