![Phoenix Solutions 4 All logo]

Customised IT and Soft Skills training to suit your needs

Microsoft Publisher Advanced

Course objectives

Creating a New Publication   Advanced Tables

Working with Text and Graphic Objects   Page Design

Advanced Text Features   Printing And E-Mailing

Mail Merge   Creating A Web Site

Creating Publications

Audience

This course is **designed for users who don't have any knowledge of MS Publisher and want to further enhance their skills.**

Prerequisite

To get the most from this course, you **must have working knowledge of Windows, keyboard and mouse.**

Duration

This is a **one-day MS Publisher Advanced** Course. The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **MS Publisher Advanced** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

MS Publisher Advanced Course Outline

Creating a New Publication

The Publisher Desktop

Navigating Around Your Publication

The Save Reminder

Working with Text and Graphic Objects

Layering Objects

Applying And Changing Borders

Making An Object Transparent Or Opaque

Applying A Shadow

Using Object Linking And Embedding

Finding And Replacing Text

Exporting Text

Advanced Text Features

Changing Character Spacing

Changing Character-Pair Kerning

Working With Symbols

Changing Text Frame Margins

Creating Bulleted And Numbered Lists

Working With Tabs; Indenting Text

Working With Text Styles

Using Personal Information Sets

Using WordArt

Mail Merge

Setting Up Source Data

Using Placeholders

Checking Merged Information

Sorting An Address List

Printing A Mail Merge

Creating Publications

Defining Styles

Saving Work In Progress

Creating New Pages; Deleting Pages

Advanced Tables

Changing How Cell Data Looks

Merging And Unmerging Cells

Adding Objects To A Table

Page Design

Using The Design Gallery

Creating A Logo

Creating A Headline

Wrapping Text Round Frames And Pictures

Printing And E-Mailing

Preparing A Publication For Commercial Printing

Printing On Special Paper

Establishing Trapping Values

Embedding Fonts In A Publication

Sending A Publication By E-Mail

Creating A Web Site

Introduction To The World Wide Web

Benefits Of A Web Site

Designing A Web Site	Adding Sound And Video Clips
Using The Web Site Wizards	Creating An On-Line Form
Creating Web Pages	Changing Your Web Site Design
Using Animated Graphics	Previewing And Publishing Your Web Site

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