

# Publisher Introduction

## Course Outline

Duration: 1 Day

### Publisher basics

Publisher - an overview  
Starting Publisher  
Exiting Publisher  
Creating a publication  
Saving a publication  
Closing a publication  
Printing a publication  
Switching between publications

### Working with Objects and Frames

Manipulating Objects and frames  
Grouping Objects and frames  
Nudging Objects and frames  
Aligning Objects and frames  
Moving Objects and frames

### Working with Text

Creating a text box  
Formatting text  
Wrapping text

Spell checking  
Paragraph spacing  
Linking text boxes  
Hyphenation

### Text Styles

Creating text styles  
Applying text styles  
Modifying text styles  
Deleting text styles

### Tables

Creating a table  
Inserting columns/rows  
Deleting columns/rows  
Modifying the table properties

## **Drawing tools**

Create a drawing using autoshapes  
Copy/Duplicate shapes  
Drawing lines  
Formatting lines  
Grouping objects  
Order of objects

## **Page setup**

Portrait and Landscape  
Setting up different page sizes  
Inserting pages  
Deleting pages  
Creating headers  
Margins

## **Working with Pictures**

Inserting clipart  
Inserting Pictures  
Modifying pictures  
Wrapping text around pictures

## **Formatting text**

Text Formatting  
Rotating  
Formatting lines  
Customising line formatting (the Line dialog box)

## **Integrating with other applications**

Copying from Publisher to another application (email, Word)