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Microsoft® Publisher®

Microsoft Publisher is a powerful software with a user-friendly interface, that allows one to create and personalize professional-looking brochures, flyers, greeting cards, advisements, newsletters, certificates, business cards, booklets, and many more using a vast collection of templates. See how much more quickly you can create the most complex publications using the hundreds of available templates to cut development time down to a fraction. Swap pictures with a simple drag and drop, or add pictures directly from your online albums. Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers. Make your publications look more professional with powerful visual impact to help sell your message.

T**he modules for Publisher are as follows:**

- ■ Module 1 – Desktop Publishing Deluxe

To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or
Phone: (630) 495-0505 or (800) 869-7497.

To see a complete list of our current computer training options click here.

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Module 1 – Desktop Publishing Deluxe

Formalities and Customization:

- Identifying the different components to the program screen and window.

- Understanding the general features of each of the menu tabs and associated ribbons.

- Customize the Quick Access toolbar by adding often-used features.

- Customize key areas of how the program personally works for you.

- Understand where to go to get help.

- Understanding the undo, redo and repeat keys to save editing time and to fix mistakes.

- Activate the show area of the program to display boundaries, guides, fields, rulers, page navigation, scratch area, graphics manager and baselines (most need to be turned on). Creating a business information set.

- Inserting business information.

- Editing a business information set.

- Inserting a company logo.

Publication Creation-Inserting Text:

- Use the blank publication template to create a new publication from scratch.

- Pick from hundreds of professionally-formatted publication templates with wide-ranging formatting and graphical properties and content.

- Optionally change the properties of your publication if so desired including font, paragraph and page settings.

- Best ways for typing text into the publication.

- Inserting special and foreign characters and symbols.

- Inserting the current date and/or time from a list of formats.

- Using the "enter-key" and the "shift-enter keys" to end paragraphs and lines.

- Insert blank lines where you need them most.

- Use "smart lookup" to quickly reference and insert outside text.

- Use the tab key and indent buttons to left-indent the first line or all lines of a paragraph.

- Learn also how to create a hanging indent for script layout.

- Aligning text that appears in multiple columns on multiple lines using the tab key.

Publication Navigation, Zooming and Viewing:

- Navigating by character, word, line and paragraph.

- Jumping to the beginning or end of a line, sentence, paragraph, page and publication.

- Jumping or moving to specific areas using the "go to" button, keyboard shortcut and by using the "navigation pane".

- Zooming in and out of a publication using the zoom slider, zoom tab ribbon and the keyboard/mouse shortcut.

- Display multiple-paged publications by one or many pages per screen.

- Change the way the publication is viewed on the screen using normal, single and 2-page.

Text Selection:

- Use the mouse to select characters, words, lines, sentences, paragraphs and the entire publication.

- Use the keyboard to quickly select characters, words, lines, sentences, paragraphs and the entire publication.

- Use the mouse to select multiple selections of text simultaneously for editing and formatting purposes.

- Use the find feature to highlight all instances of specific text for possible replacement purposes.

Moving and Copying Text:

- Use the mouse, keyboard and tab ribbon, to move selected text using the cut and paste tools.

- Use the mouse, keyboard and tab ribbon, to copy selected text using the copy and paste tools.

- Move or copy selected text using the drag-and-drop mouse technique.

- Use the clipboard to collect up to 24, cut and/or copy selections to later paste in any order throughout the current or other documents.

Text Deletion:

- Use the delete and backspace keys alone or in combination with the control key, to delete characters, words, lines, sentences, paragraphs and the entire publication.

- Paste copied or cut text to replace selected text.

- Insert additional text between words, sentences and paragraphs.

Advanced Text Insertion and Replacement:

- Replace old selected text as you type the replacement text.

- Learn to replace selected text with text entered via the keyboard.

- Use the "find and replace" tool to replace multiple instances of the same text with other text.

- Learn to use and customize the "autocorrect" feature.

- Create and automatically insert saved blocks of text using both the Quick Parts, Building Blocks and AutoText features.

- Learn how to insert text from other Publisher files without opening, copying and pasting.

Style Formatting and Schemes:

- Learn how styles can quickly apply multiple formatting with a click of the mouse.

- Apply styles that are supplied with the program.

- Learn about paragraph, character and table styles.

- Create new styles from scratch or quickly create them based on an area with existing formatting.

- Replace a style with another.

- Learn the direct and indirect ways of modifying the properties and formatting of a style.

- Make styles available to be used in publications other than where it was originally created.

- Learn how to remove a style from a text area that it was applied. Understand what is referred to as primary (titles and headings) and secondary (body text) font schemes.

- Apply one of many font schemes and coloring schemes to give your publication a consistent, professional appearance.

Character, Line and Paragraph Formatting:

- Change the font, size and color of selected text.
- Remove all formatting from selected text.
- Add styles like bold, italic and underline along with strikethrough, superscript and subscript.
- Transform your text into an artsy format along with highlighting with the colors you've grown up with.
- Change the case of selected text to including caps, title case and more.
- Proportionally increase or decrease by a certain percentage the font size of selected text.
- Use the font dialogue box to apply "small caps" and "hidden" text effects.
- Alter the spacing between characters and other OpenType features.

- Add text effect to fill and outline text characters. Correctly align headings and paragraphs to the left, center or right of the page.
- Apply justification (left and right aligned) to selected paragraphs.
- Apply indentation to either side of the paragraph.
- Adjust spacing between the lines of a paragraph.
- Add extra spacing before and after each selected paragraph.
- Apply line breaks.
- Apply borders and shading to headings and paragraphs.
- Insert "dropped caps".

Bullet Outlining:

- Apply numeric and character bullets to lines and paragraphs using predefined or custom symbols and layouts.
- Change the spacing between the margin and the bullet, as well as the bullet and the paragraph.

- Skip the bullet symbol on a line, but maintain the text alignment.
- Completely remove outlining from a selected area.

Working with Master Pages:

- Creating and applying master pages.
- Editing and removing a master page.

- Sending the master page.

Page Parts and Advertisements:

- Learn how to insert items to your publication page including headings, pull quotes and sidebars.
- Insert a variety of calendars, advertisements, attention getters and coupons.

- Add borders and accents including bars and emphasis styles.

Page Formatting:

- Pick and apply a theme along with creating new ones from scratch.

- Changing the page background.

- Selecting a page background and creating a custom background.

- Change the page size for some or all of the publication.

- Apply predefined or custom margins and set gutter options.

- Add and modify page borders to some or all pages in a publication.

- Add watermarked text and graphics to some or all your pages.

- Use the master page feature for headers and footers and other page features.

- Insert page numbering, text, publication properties, quick parts, borders, graphics and shading.

- Insert file and publication information as well as time and dates.

- Set it so that the first page has different headers/footers from the rest of the pages.

- Create alternate headers/footers for odd/even pages.

- Link headers and footers with those in other publication sections.

- Change the margins of headers/footers for their text to be further away or closer to the page margins and edges.

- Removing some or all of your header/footer information.

- Create multiple sets of headers/footers throughout the publication to change the information displayed as well as to reset or restart page numbering and formatting.

Text Alignment with Tabs:

- See how the publication is set with multiple tab stops that are placed a half-inch apart.

- Learn how to change the default half-inch tabs stops to a different amount.

- Use the tab key to indent the first line of a paragraph to the first default tab stop.

- Create a multiple-columned layout for multiple rows of text using the tab key, that resemble tables and column settings.

- Learn how to move tabbed text to the next or previous tab stop.

- See how creating your own tab stops open a world of advanced possibilities.

- Add adjustable tab settings including center, right, decimal, bar, first line indent and hanging indent.

- Align text on these new tab stops.

- Modify some of the tab stops with leaders including dot, underscore and hyphen, that makes each tabbed line of text, easy to visually follow.

- Learn how to replace one tan stop setting with another.

- Learn how to move tab stops to different measurement points.

- Easily delete tab settings.

- See how to copy tab settings to different locations in the publication.

- Learn how to sort your tabbed text so as to re-arrange or order your rows.

Table Construction:

- Add new rows and columns using the mouse and ribbon.

- Remove existing rows and columns with the mouse and ribbon.

- Adjust column widths and row heights using the mouse and ribbon.

- Change the size of the entire table, while maintaining its column and width proportions.

- Set publication text to wrap around the table like text wrapping a picture.

- Set "table autofit" options such as "autofit window" to allow column widths to expand/contract as new text is entered, "fixed column width" to keep column widths fixed as text is added and "autofit contents" to expand or contract the table's width to fit the page's width.

Table Structure and Formatting:

- Learn how to effectively select single cells, entire rows and columns and the entire table.

- Split cells at any position using the split cells tool or the grid draw feature.

- Merge multiple cells using the merge cells tool or the grid eraser feature.

- See the table's gridlines as guidelines when the gridline's border formatting has not been applied.

- Change the margins within each of the cells.

- Align text in up to 9-different positions.

- Set up decimal tabs to align numbers in columns.

- Set up left, center and right aligned tabs to accurately align text in columns.

- Switch the direction of text in a cell to read vertically or vertically down.

- See how borders are used to enhance and color the table grid lines.

- Use the "border painter" to apply borders and border color to specific table grid areas.

- Apply "table styles" to format the whole table.

- Create new styles based on existing ones.

Digital Pictures:

- Working with Online Pictures.

- Insert watermarks into a publication.

- Add your own watermarks to the watermark gallery.

- Apply transparency settings, and create a watermark.

- Choose settings for printing background colors and images.

- Insert pictures into a publication.

- Control text wrapping around pictures.

- Format pictures using the Picture Tools contextual tab.

- Utilize advanced formatting features for photographs in a Word publication.

- Add shadows and reflections to pictures.

- Apply a glow, soft edges, and 3-D formatting or rotation to an object.

- Apply color saturation, tone, and recolor options to a picture.

- Change image brightness and contrast, and soften or sharpen images.

- Compress and crop pictures.

- Remove the background of an image.

- Add and edit a picture captions.

- Add available screenshots or screen clippings you create to publications.

- Set picture properties to allow nearby publication text to surround the pictures in varying ways.

Draw Objects:

- Create a text box to type text outside the publication's text area.

- Modify and format text boxes.

- Use drawing tools to add a variety of shapes.

- Add text to a shape and use the drawing canvas to control drawing elements.

- Change an existing shape and apply formatting styles and effects.

- Make and insert screen shots to your publications.

- Rearrange, resize, organize and format shapes.

- Applying special effects to graphics and enhance them with fills, themes, shadows, preset formats, textures, gradients, 3D effects and more.

- Use special paste options to paste a copied object as a picture or to create a link.

- Import external objects and text using the Text from File option.

- Apply new layouts and formatting styles.

- Add additional object shapes using the pane.

- Set object properties to allow nearby publication text to surround the objects in varying ways.

Using the Design Checker and Finishing Touches:

- Checking the publication for problems.

- Running design check, general check, commercial printing check, website check and email check.

- Setting the design checker options including general, checks, final publishing, website and email.

- Working with AutoCorrect and automatically correcting spelling errors and more.

- Adding words to the AutoCorrect dictionary.

- Make sure your spelling and grammar are correct using the manual and automatic spelling and grammar checking tools.

- Find the best words to use with the thesaurus tool.

- Translate some or all of your document into one of over 50 languages.

- Learn how to customize your dictionaries.

Saving, Closing and Opening Publications:

- Learn all of the ins and outs of file management including opening, saving and closing.

- Saving and re-saving publications for the first time.

- Create multiple versions of your publications using the "save as" feature.

- Create backup copies of your files using "save as".

- Save your publications in older legacy formats for users of old versions of the program.

- Know the differences as to where you can save your files to including local drive, network drive and cloud storage.

- Understand password protecting and encryption of your files.

- Saving your files in different file formats including PDF's and web pages.

- Opening older legacy files and saving files to legacy versions.

- Opening files located in different locations.

- Protecting publications from editing and being opened.

- Setting up the publication for professional printing.

- Save publication for photo printing and saving for a commercial printer.

Printing and Sharing:

- Print previewing and printing your publication.

- Set popular print properties directly from the screen including choosing a printer, number of copies, which pages to print, orientation and more.

- Access the page setup area for even more printing tools including what printer paper trays should be drawn from.

- Quickly attach documents as file attachments in email.

Distributing Publications with Mail Merge:

- Understand what mail merge is and how it works in creating mass publications, form letters, envelopes and labels.

- Create new data sources or prepare an existing source for mail merging.

- Use the step-by-step mail merge wizard to walk you through the mail merge process or screw it up by doing it manually.

- Create or use an existing publication, label or envelope for your mail merge.

- Connect to an existing mail merge data source in Publisher, Excel or Outlook, or create a new one in Publisher, Excel or Outlook.

- Insert mail merge fields from the mail merge data source along with supporting text and punctuation into publication, form letter, envelope or label templates.

- Format numeric, date and text fields to make them stand out in the final merged results.

- Set rules to determine how your mail merge result ends up be sorted (i.e. last name sorted).

- Set filtering rules to focus on what data will be merged in the final merged results (i.e. certain recipients).

Distributing Publications with E-mail Mail Merge:

- Learn how to create personalized mass publication e-mails from contacts in your address books.

- Learn to create one publication that will expand into as many publication e-mails as you have contacts in minutes.

- Save time sending individual publication e-mails, one at a time, to a group of contacts.

- See how easy it is to merge any number of contacts into an e-mail publication template to create "that many" publications with just one recipient per e-mail.

- Learn how to personalize the publication e-mail for each recipient in no time.