



Publisher Orientation

- Overview Of Publisher
- Starting Publisher
- Understanding The New Publication Task Pane
- Using The New Publication Task Pane
- Viewing The New Publication Task Pane
- The Publisher Screen
- Understanding Menus
- Working With Menus
- Publisher Toolbars
- Working With Toolbars
- Exiting From Publisher

Publisher Essentials

- Creating A Personal Information Set
- Understanding Publications For Print
- Creating A Publication For Print
- Saving A Publication
- Using Print Preview
- Printing A Publication
- Closing A Publication
- Opening An Existing Publication
- Navigating Between Pages

Objects & Frames

- Tips For Planning A Publication
- The Building Blocks Of Publications
- Understanding Design Sets
- Creating A Calendar By Design
- Deleting Objects & Frames
- Resizing Objects & Frames
- Moving Objects & Frames
- Nudging Objects & Frames
- Grouping Objects & Frames
- Layering Objects
- Inserting A Picture Frame
- Aligning Frames & Objects
- Fill Effects In Frames

Text

- Creating A Text Box

- Formatting Text
- Applying Colour To Text
- Text Alignment In A Text Box
- Importing Text
- Wrapping Text
- Checking Spelling

Text Techniques

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Hyphenation

Text Styles

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example

Tabs & Lists

- Overview Of Tabs & Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Tables

- Creating A Table
- Entering Text In A Table
- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
- Applying Borders To A Table
- Applying Shading To A Table
- Aligning And Indenting In Tables
- Merging Cells In A Table
- Applying BorderArt To Tables
- Working With Cell Borders
- Inserting Table Rows

Mail Merge

- Creating A Data Source

- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Cancelling A Filter

Drawing

- Creating AutoShapes
- Copying And Moving AutoShapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using The Design Gallery

WordArt

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centering And Spacing WordArt

Stationery & Page orientation

- Portrait & Landscape
- Setting Up Envelopes
- Setting Up Labels
- Setting Up Folded Cards

Layout & Page Techniques

- Understanding Blank Publications
- Creating A Blank Publication
- Creating Grid Guides
- Moving Grid Guides
- Inserting & Deleting Pages
- Creating Headers
- Creating Left & Right Master Pages
- Creating Page Numbers & Footers
- Creating A Template
- Using A Template