

## Microsoft Office – Publisher

### Course Goal:

Participants will use Microsoft Office Publisher to create a variety of professional quality publications, such as advertisements, awards, brochures, business cards, flyers, gift certificates, menus, newsletters, postcards, resumes, signs and WebPages.



### Learning Objectives:

After successful completion of this course, students will be able to:

- Open Microsoft Publisher
- Create High Quality:
  - *Advertisements*
  - *Awards*
  - *Brochures*
  - *Flyers*
  - *Gift Certificates*
  - *Menus*
  - *Newsletters*
  - *Postcards*
  - *Resumes*
  - *Signs*
- Prepare WebPages
- Design personal business cards

### Course Outline:

1. Creating a document in Publisher
2. Customizing color and font scheme
3. Tailoring business information to your company or team
4. Applying backgrounds and page options to add visual interest
5. Using layout guides
6. Inserting text boxes and entering data
7. Adding charts, clip art, shapes, arrows and Word Art
8. Using design gallery to insert objects such as accent boxes, coupons, marquees and phone tear-offs
9. Using content library to save and insert your own objects
10. Using the design checker to locate publication mistakes
11. Converting document to Web publication
12. Publishing to your Web Site
13. Creating personal business cards

*This is only a sample. We customize lessons to your ability levels and needs.*