

Publisher – Newsletter and Brochure Design

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print a variety of publications as well as prepare them for professional printing. The following course content details what will be covered in this class.

Course Outline

The Publisher Screen	Identifying Text Overflow
Working with Ribbon Bars	Text Autofit Options
Using Help	Indenting, Centering, Right-Aligning
Creating a New Publication	Using the Format Painter
Changing Views & Viewing Options	Adding Bullets and Numbering
Saving, & Opening Files	Using the Ruler
Spell Checker, AutoCorrect	The Measurement Toolbar
Changing Publication Options	Adding Drop Caps
Inserting/Deleting Pages	Finding/Replacing Text
Page Numbering	Using the Thesaurus
Headers and Footers	Inserting Date & Time
Adding Sections	Symbols & Special Characters
Inserting Personal Information	Using the Office Clipboard
Working with Guides	Working with Layers
Previewing & Printing Files	Adding Graphic and Clipart
Basic Editing – Copy, Paste	Working with Tables
Formatting Text	Adding WordArt, Pictures
Adjusting Margins/Line	Editing the Master Page
Spacing/Alignment	Using the Design Checker