WHITE HORSE
computer training

Who is this for?

You may have never have used Publisher before, or perhaps are self-taught. You'll be producing, or wanting to produce, in-house publications such as posters, flyers, newsletters, booklets and cards or compliments slips. The final result will be produced as printed in house on a colour laser or copier, or distributed electronically as a PDF.

What does it cover?

Starting from the basics of using the program, you'll learn how to use the features such as styles as a time saving way of ensuring consistency of your type, enhancing the publication with images, apply different layouts using columns to give an underlying unity, but flexibility as well. You'll also learn how to produce folded booklets, odd sized publications such as business cards. Finally you'll learn how to present information neatly and professionally with tables and tabs.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested …

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Publisher Overview
The ribbon & its tabs
The Page & the drawing board
Margin & grid guides

Getting started …
Creating a page
Drawing, moving, rotating & resizing text boxes
Formatting text & sizing automatically
Changing text direction
Formatting paragraphs & vertical alignments
Fill colours & borders
Managing pages
  ♦ *Adding, moving and deleting pages*
Spell checking

Adding images…
Inserting a photo or clipart
Adding a picture frame
Picture styles
Corrections & recolouring
Cropping an image
  ♦ *Cropping to a shape*

Combining images with text…
Text wrapping settings
Changing wrap points

Importing text
Linking text boxes & flowing text
Importing from Word
Adding "Continued" notices to text boxes
Controlling hyphenation

Creating & using styles
Overview of styles
Creating & applying styles
Modifying styles

Creating columns
Simple columns & column options
Using column guides

Creating custom page sizes
Using pre-set blank page sizes
Creating folded booklets
  ♦ *Adding pages*
Creating compliments slips

Understanding master pages
Accessing the master pages
Adding page numbers
Headers & footers

Creating & modifying drawing objects

Creating, resizing & modifying shapes
Formatting and filling shapes
Adding and formatting text
Grouping and ungrouping shapes
Ordering, distributing & aligning shapes
Shape effects
Connecting shapes
Distorting a curved / freeform shape

Presenting information - Creating Tables & Tabs

Applying a table format
Adding & deleting rows and columns
Changing column widths & depths
Merging & splitting cells
Creating tabs in a text box
Text box margins & alignments