



Publisher 2013 Level 1 Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives:

- Understand Publisher concepts, learn how to launch and close Publisher 2013, navigate with the Publisher window, menus, and commands, as well as open, save, close, and view publications.
- Set the page layout and use the rulers and guides to add and arrange objects.
- Work with text boxes and format text.
- Layer and format objects and work with pictures.
- Use the Design Checker to check for problems in a publication and pack and unpack publications.

This course is for students who are new to Publisher and want to create professional-looking brochures, signs and newsletters using Publisher's themes and layout tools.

Course Content:

Getting Started with Publisher 2013

Understanding Publisher Concepts
Creating & Saving Publications
Opening & Closing Publications
Viewing Publications

Page Layout

Layout Concepts; Margins & Guides
Creating & Managing Objects
Arranging Objects

Text Boxes

Adding text to boxes & editing that text
Character formatting
Paragraph alignment & formatting
Indentations & Lists; Tabs
Connecting & Navigating between Text Boxes
Text Box properties

Working with Objects

Layering and Formatting Objects
Working with Pictures

Supplementary Topics

Checking Publications for problems
Pack & Go