



White Horse Computer Training

Course Outline

enquiries@whitehorsect.co.uk
www.whitehorsect.co.uk

TRAINING • DEVELOPMENT • CONSULTANCY

Microsoft Publisher – All you need to know!

Duration: 1 day **Pre requisites:** Basic familiarity with keyboard and mouse

- Using the Publisher tools
- Text frame tool
- Table frame tool
- Picture Frame tool
- Clip Gallery tool
- Drawing tools
- Custom shapes
- Text Frames and properties
- Importing clip art
- Creating WordArt
- Using Pack and Go
- The Page background
- Text Styles
- Rotating and shaping text
- Creating Columns and Tables
- Text wrapping settings
- Internal margins
- Using Autoflow & Linking frames
- Bullets and numbering
- Importing a picture from a scanner
- Booklet printing