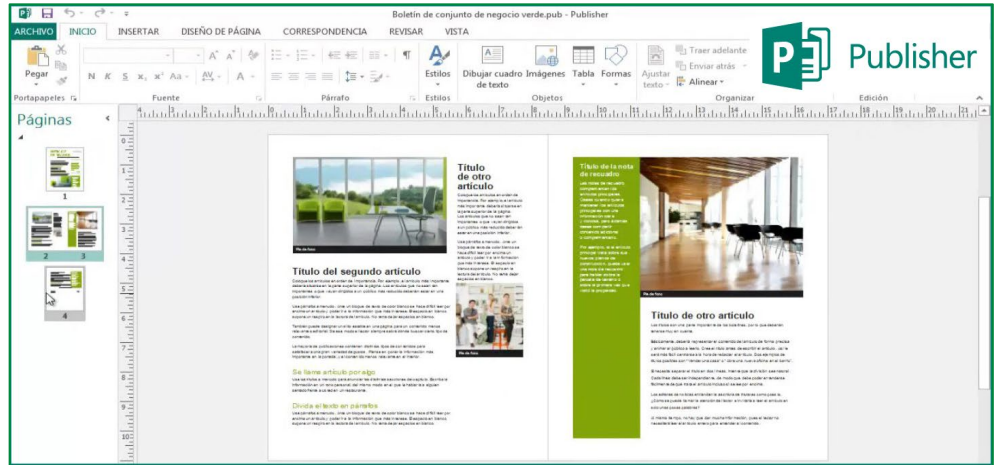


Advanced Microsoft Publisher

Training course outline

Covers the more complex features available, helping you to get the most of the application and improve your results.



Course summary

The topics covered include:

- Advanced layouts and tools
- Advanced graphics
- Master pages
- Styling and formats
- Incorporating a Table of Contents (ToC)
- Advanced type handling
- Animation and video
- Mail merge.

Duration

One day.

Who should attend?

Anybody who wants to take their use of Microsoft Publisher to the next level.

Prerequisites

Delegates should be familiar with the fundamentals of Publisher, i.e. the topics covered in our *Introduction to Publisher* course (see armada.co.uk/publisher/syllabus).

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support

Following training, you're entitled to 30 days' email support from your trainer. Further information

Further information

See armada.co.uk/course/publisher.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Advanced layouts and tools	Understanding design techniques Colour wheels and colour models Publisher type that works Incorporating publisher and external design
Advanced graphics	Working with artwork and photographs Graphics and transparency Design Gallery Graphics Manager task pane Image editing tools: pan, zoom, crop Fine tuning imagery
Master pages	Master page setup Creating and editing master pages Duplicate master pages Master page toolbar and layout tools Professional and accurate layouts Content blocks for pull quotes, sidebars etc Troubleshooting master pages
Styling and formats	Font schemes Creating and editing styles Updating styles Importing styles Professional typography Baseline grid Font foundry

Topics	Sub-topics
Incorporating a Table of Contents (ToC)	Creating ToCs using tables Creating a manual ToC Table design Table anatomy Leaders Understanding manual ToCs limitations
Advanced type handling	OpenType fonts Ligatures, stylesets, etc
Animation and video	Working with media files Adding media files to Organiser Adding and editing keywords Sound and motion Animated GIFs Embedding video
Mail merge	Create a data source for merge Mail merge bar Mail merge options Tracking merge Address lists /data lists for merge Exporting to post /email