

# Publisher Level 1

## **THE FUNDAMENTALS STARTING PUBLISHER**

- What's New in Publisher?
- Understanding the Publisher Program Screen
- Opening a Publication
- Entering Personal Information
- Viewing a Publication
- Moving Around in a Publication
- Saving and Closing a Publication
- Previewing and Printing a Publication
- Getting Help
- Changing the Office Assistant and Using the Help button

## **FORMATTING YOUR PUBLICATION**

- Thinking About Publication Design
- Working with Color Schemes
- Working with Font Schemes
- Changing the Background of a Publication
- Using Layout Guides
- Using Ruler Guides
- Working with Headers and Footers
- Creating a Master Page
- Using the Design Gallery
- Using the Design Checker

## **CREATING A PUBLICATION**

- Planning a Publication
- Creating a Publication by Type
- Creating a Publication from a Design Set
- Creating a Blank Publication
- Inserting, Importing, and Deleting Text
- Inserting and Deleting Pages

## **WORKING WITH TEXT**

- Using Bold and Italics
- Changing Font Type
- Changing Font Size
- Changing Font Color
- Using the Font Dialog Box
- Using the Format Painter
- Working with Bulleted and Numbered Lists
- Working with Tabs
- Indenting Paragraphs
- Changing Paragraph Alignment and Line Spacing
- Adjusting Character Spacing
- Inserting a Drop Cap
- Using Undo and Redo
- Checking Your Spelling



*Changing Your Quality of Life*

# Publisher Level 2

## **DRAWING AND WORKING WITH SHAPES AND IMAGES**

- Drawing on Your Pages
- Adding and Formatting Text Boxes
- Linking Text Boxes and Adding Continued Notices
- Resizing, Moving, Copying, and Deleting Objects
- Formatting Objects
- Inserting Clip Art
- Inserting and Formatting Pictures
- Text Wrapping
- Inserting WordArt
- Drawing AutoShapes
- Aligning and Grouping Objects
- Flipping and Rotating Objects
- Applying Shadows and 3-D Effects
- Layering Objects

## **WORKING WITH STYLES**

- Creating and Applying a Style
- Modifying a Style
- Importing and Deleting Styles

## **PERFORMING A MAIL MERGE**

- An Overview of the Mail Merge Process
- Selecting a Data Source
- Entering Individual Records into the Data Source
- Inserting Merge Fields into your Publication
- Previewing the Merged Publication
- Completing the Mail Merge
- Using an Existing Data Source

## **OTHER FEATURES**

- Using the Pack and Go Wizard
- Editing a Story in Microsoft Word
- Hiding, Displaying, and Moving Toolbars
- Customizing Publisher's Toolbars
- Paper Folding Projects
- Customizing Publisher's Default Options