PBLI16 - MS Publisher 2016

Microsoft - Publisher - Office

Durata:	Lingue:	Certificazione:
2 Giorni	**Italiano**	**-**

Descrizione del corso

The complete course to manage Microsoft Publisher is designed for those who wish to acquire the necessary tools to work with a desktop publisher application. All the procedures to create a publication will be analyzed and advice on visual communication aspects will be provided. A basic knowledge of MS Word is recommended.

Programma

1. The structure of Publisher application
• Screen presentation
• Menu management
• Toolbar management
2. Creating a document layout
• Creating documents using automatic compositions
• Choosing the page format and the layout
• Adding and managing the page elements
• Working with the Master page
• Working on objects: alignment, grouping and overlay
3. Adding a text
• Using text boxes
• Resizing and linking text boxes
• Adding date, time, page numbers
• Creating stylesheets
• Using stylesheets
• Importing preexisting text

4. Adding objects
• Adding, managing and importing images
• Using shapes and graphics
• Creating and formatting tables
• Using calendars, borders and accents
• Using WordArt
5. Defining the publication output
• Creating web pages
• Printing on various media
• Creating a product catalogue with mail merge procedure

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