NORTHWEST
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Microsoft Publisher Level II
Course Outline
1-Day   9:00 am – 4:00 pm

Course Description: In this course, students create more elaborate and advanced publications. Learn to create templates for brochures, create business cards, and import data from other Microsoft Office programs. Also learn how to use Mail Merge to create personalized publications.

Module 1 – Creating a Flyer

- Margin Guides
- WordArt
- Adding Pictures
- Tables
- Aligning Objects
- Saving
- Printing

Module 2 – Templates

- The Project – a Tri-fold Brochure
- What is a Template?
- Creating the Layout
- Determining What to Place in each Section
- Designing the Cover
- Using Design Gallery Elements
- Adding Objects to the Design Gallery
- Creating the Return Address and Mailing Address Sections
- Rotating Text Boxes
- Saving the Template
- Creating a Brochure based on the Template
- Inserting Text from Microsoft Word
- Linking Text Boxes
- Using Styles
- Adding Graphics
- Understanding Text Wrap

Module 3 – Mail Merge

- What is Mail Merge?
- Starting the Mail Merge Wizard
- Identifying the Main Document
- Identifying the Data Source
- Creating a Data Source in Word
- Adding Data Fields to the Main Document
- Merging and Printing

Module 4 –Creating Business Cards

- The Project
- Creating the Template
- Setting Margin Guides
- Setting Ruler Guides
- Saving the Template
- Formatting Text Boxes
- Line Drawing and Formatting
- Track/Kerning
- Grouping Objects
- Package and Go