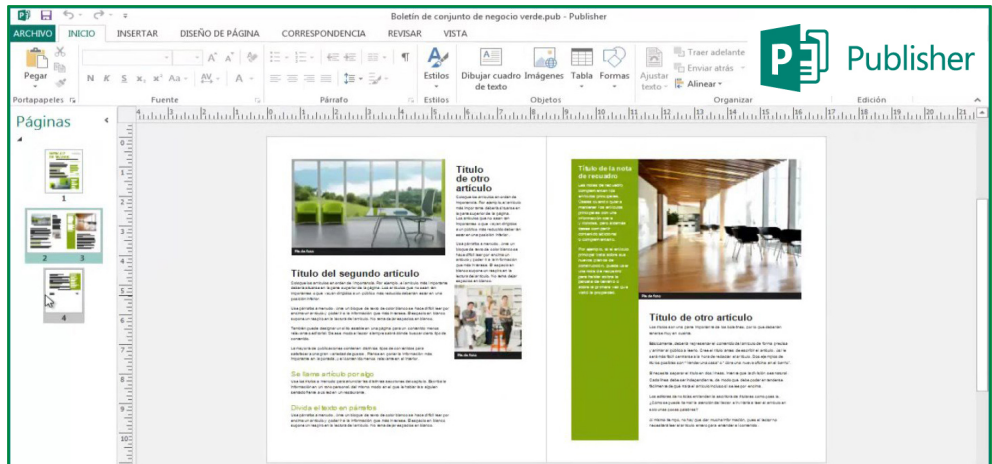


# Advanced Microsoft Publisher

## 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. Delegates should be familiar with the fundamentals of Publisher, i.e. have attended *Introduction to Publisher* training or have equivalent knowledge.

### In-class or live online

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

To read about our approach to online training, see [armada.co.uk/live-online-training](http://armada.co.uk/live-online-training).

### General information

Courses are hosted by highly experienced trainers who are subject matters experts.

*Advanced Microsoft Publisher* training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft Publisher to practice the techniques taught.

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

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

### 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 delegates to learn the techniques taught.

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

### Course materials and certificate

Delegates receive:

- A comprehensive training guide.
- An e-certificate confirming successful completion of an *Advanced Microsoft Publisher* course.

### After course support

Following *Advanced Microsoft Publisher* training, you're entitled to 30 days' email support from your trainer.

### Further information

For further details see [armada.co.uk/course/microsoft-publisher-training](http://armada.co.uk/course/microsoft-publisher-training). For a quote and details of our availability, please contact us.

### Course syllabus

See over.

# Course syllabus

Topics	Sub-topics
<b>Advanced layouts and tools</b>	Understanding design techniques Colour wheels and colour models Publisher type that works Incorporating publisher and external design
<b>Advanced graphics</b>	Working with artwork and photographs Graphics and transparency Design Gallery Graphics Manager task pane Image editing tools: pan, zoom, crop Fine tuning imagery
<b>Master pages</b>	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
<b>Styling and formats</b>	Font schemes Creating and editing styles Updating styles Importing styles Professional typography Baseline grid Font foundry

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