

## ***Publisher – Newsletter and Brochure Design***

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Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print a variety of publications as well as prepare them for professional printing. The following course content details what will be covered in this class.

### **Course Outline**

The Publisher Screen	Identifying Text Overflow
Working with Ribbon Bars	Text Autofit Options
Using Help	Indenting, Centering, Right-Aligning
Creating a New Publication	Using the Format Painter
Changing Views & Viewing Options	Adding Bullets and Numbering
Saving, & Opening Files	Using the Ruler
Spell Checker, AutoCorrect	The Measurement Toolbar
Changing Publication Options	Adding Drop Caps
Inserting/Deleting Pages	Finding/Replacing Text
Page Numbering	Using the Thesaurus
Headers and Footers	Inserting Date & Time
Adding Sections	Symbols & Special Characters
Inserting Personal Information	Using the Office Clipboard
Working with Guides	Working with Layers
Previewing & Printing Files	Adding Graphic and Clipart
Basic Editing – Copy, Paste	Working with Tables
Formatting Text	Adding WordArt, Pictures
Adjusting Margins/Line	Editing the Master Page
Spacing/Alignment	Using the Design Checker