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# Publisher

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National Competency Standard (BSB07):  
BSBITU404A Produce complex desktop published documents



## Objectives

You should come to this course if you wish to become proficient in the techniques of desktop publishing. The course includes tuition in design, creation and editing of publications, such as brochures, newsletters, reports & advertisements.

## Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

## Duration

One day.

## Course Outcomes

1. Position text and graphics on a page.
2. Use the toolbar & pasteboard to cut & paste text & graphics.
3. Crop & scale graphics & text blocks.
4. Use the guides and rulers to position objects accurately.
5. Save & retrieve publications, understand how directories work and how to operate between different directories.
6. Perform editing functions, such as insert, delete and move.
7. Perform formatting functions, such as changing fonts and formatting paragraphs.
8. Import scanned images, graphics, text and tables created in other programs.
9. Design & create a publication using all the techniques learnt plus the page layout techniques of creating columns, borders, footers, wrapping text around graphics, adding pages and adjusting letter and line spacing.
10. Recognise good and bad design features in desktop publishing.

## Course Content

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### Course Overview

- Philosophy Behind the Course
- Methodology Used in the Exercises

### Introduction to Publisher

- What is Publisher?
- Application Management
- Document Management
- Task Pane
- Multiple Pages
- Zooming the View

### Text Frames

- Creating a New Text Frame
- Manipulating Text Boxes
- Importing Text
- Columns
- Linked Text Boxes

### Pictures

- Inserting a Picture
- Substituting and Deleting a Picture

- Cropping
- Clip Art

### Other Graphic Objects

- Standard Shapes
- AutoShapes
- WordArt
- Design Gallery Objects

### Tables

- Inserting a Blank Table
- Inserting Columns and Rows
- Merging and Splitting
- Adjusting Column and Row Boundaries
- Importing from Microsoft Word

### Working with Objects

- Layering
- Grouping and Ungrouping
- Aligning Multiple Objects
- Text Wrap

### Guides, Tools and Views

- Layout Guides
- Ruler Guides
- Snap to ..
- The Measurement Toolbar
- Rulers
- The Master Page

### Designs and Templates

- Special Folds and Layouts
- Design Sets
- By Publication Type
- Design Schemes
- Colour Schemes
- Font Schemes
- Backgrounds

### The Completed Project