



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

Publisher

National Competency Standard (ICT):

BSBITU309 Produce desktop published documents

Course 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

1 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.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

Publisher

Course Content

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Philosophy behind the Course
- Methodology Used in the Exercises

Introduction to Publisher

- What is Publisher?
- Application Management
- Document Management and Navigation

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

- Shapes
- WordArt
- Building Blocks

Tables

- Inserting a Blank Table
- Inserting and Deleting Columns and Rows
- Merging and Splitting
- Adjusting Column and Row Boundaries

Working with Objects

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

Guides, Tools and Views

- Margins
- Grid Guides
- Ruler Guides
- Align to ..
- The Measurement Toolbar
- Rulers
- The Master Page
- Headers and Footers

Designs and Templates

- Special Folds and Layouts
- Publication Types
- Design Schemes

The Completed Project