SINOPSIS

Micrsoft Publisher dalah program yang mudah digunakan dan fleksibel untuk membuat News Letter, Brosur, Kad Perniagaan, Poskad, Dan Risalah, untuk cetak, e-mel, dan Web.

Dalam kursus ini, kita akan melihat cara membuat penerbitan dari awal atau menggunakan salah satu daripada ratusan perniagaan dan reka bentuk peribadi yang terdapat di Penerbit. Kursus ini direka untuk orang yang perlu belajar bagaimana menggunakan Penerbit menggunakan Microsoft untuk membuat, membuang dan mengedit penerbitan..

OBJEKTIF

a) Pendedahan kepada penggunaan perisian Microsoft Office Publisher dalam menghasilkan grafik dan teks bagi penyediaan penerbitan;

b) Memberi pengetahuan dan kefahaman kepada peserta mengenai Master Pages, Styles dan seterusnya menerbitkan ke web; dan

c) Memberi kemahiran reka bentuk laporan bagi penghasilan penerbitan yang berkualiti

NEWSLETTER

FLYERS

ENVELOPE

CALENDAR

BUSINESS CARD

ADDRESS BOOK

HUBUNGI KAMI

UNIT LATIHAN, BAHAGIAN DASAR DAN PENTADBIRAN
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COURSE OUTLINE
(BASIC & INTERMEDIATE)

An Introduction to Publisher 2010

1
1) What Is Microsoft Publisher?
2) Getting Started
3) The Ribbon

Working with Visual Elements

3
1) Text Boxes
2) Creating a New Text
3) Entering Text into a Text Box
4) Fonts Purchasing Fonts
5) Typography
6) Installing a Font
7) Previewing a Font
8) Formatting Pictures
9) Transparency
10) Picture Styles and Shapes
11) Changing a Picture
12) Picture Captions
13) Changing a Caption's Color
14) Going Beyond Simple Colors
15) Gradients
16) The Texture Tab
17) Patterns
18) Photos
19) Tint
20) Clip Art
21) Clip Art Key Words
22) Copyright Issues
23) Shapes
24) Adding a 3-D Effect
25) Coloring a Shape
26) Layering
27) Other Objects
28) Using | Microsoft Publisher 2010
29) Drawings
30) Equations

Getting Started with Publisher 2010

2
1) Using Publisher for the First Time
2) Creating a New Document
3) Page Margins
4) Custom Margins
5) Grid Guides
6) Built-In Guides
7) Ruler Guides
8) High-Precision Guides
9) Using Multiple Ruler Guides
10) Enabling and Disabling Rulers
11) Enlarging Rulers
12) Changing the Units of Measurement
13) Moving Rulers
14) Moving the Zero Mark
15) Page Orientation
16) Page Sizes
17) Page Backgrounds
18) Templates
19) Changing Templates
20) Creating a Custom Template
21) Saving Your Documents
22) Alternative Document Types
23) Creating a New Document
24) Opening a Publisher Document

Designs and Layouts

4
1) Calendars
2) Additional Customizations
3) Postcards
4) Greeting Cards
5) Additional Visual Elements
6) Color Schemes
7) Word Art
8) Creating Building Blocks

Working with Longer Documents

5
1) Text Boxes Revisited
2) Formatting
3) Linking Text Boxes
4) Navigating Text Boxes
5) Layout Strategies
6) Master Pages
7) Additional Master Page Options
8) Importing Microsoft Word Documents
9) Adding Images to the Document
10) Word Documents with Images
11) Wrapping Text Around Images
12) Irregularly Shaped Images
13) Formatting Text Boxes
14) Text Fitting
15) Text Direction
16) Hyphenation
17) Alignment
18) Columns
19) Word Art Lite
20) Drop Cap
21) Number Styles

Tables

6
1) What Are Tables?
2) Creating Tables
3) Formatting Tables
4) Resizing a Table
5) Table of Contents
6) Fill Effects
7) Borders
8) Table Rotation
9) Text Wrapping
10) Cell Alignments and Margins
11) Table Design
12) Table Formats
13) Table Layout
14) Inserting Rows and Columns
15) Deleting Rows and Columns
16) Diagonals
17) Merging and Splitting Cells
18) Importing Excel Spreadsheets
19) Importing a Spreadsheet
20) Importing Excel Charts
21) Importing an Existing Chart

COURSE OUTLINE
(BASIC & INTERMEDIATE)

Finalizing Your Publisher Document

7
1) A Visual Inspection
2) Proofreading Techniques
3) Adjusting Document Spacing
4) Use a Compact Font
5) Text Boxes
6) Overlapping Frames
7) Coming Up Short
8) Test Printing the Document
9) Document Metadata
10) Working with Metadata
11) The Design Checker
12) Creating PDF and XPS Files

Printing Your Documents

8
1) Design Checking Your Document
2) Printing Documents Yourself
3) Basic Printing
4) Professional Printing

Publishing Online

9
1) Creating a Website
2) The Anatomy of a Web Page
3) Enhancing a Web Page
4) More Hyperlinking Techniques
5) Editing Hyperlinks
6) Changing a Hyperlink's Appearance
7) Using a Web
8) Working with the
9) Previewing Your Website
10) The Web Tab

Bulk Mailing Techniques

10
1) Mail Merge
2) Creating the Recipient List
3) Adding Merge Fields to Your Document
4) Performing the Mail
5) Alternative Data
6) Email Merge

COURSE OUTLINE
(ADVANCE)

CHAPTER 1

- Creating a Flyer
- Objectives
- Introduction
- Project — Flyer Publication
- Overview
- Creating a Flyer
- The New Template Gallery
- To Select a Template
- Customizing Templates
- To Choose Publication Options
- To Hide the Page Navigation Pane
- Selecting Objects and Zooming
- To Display Boundaries
- To Select
- To Zoom
- Selecting and Entering Text
- Text Boxes
- To Replace Placeholder Text
- To Replace Other Text
- Bulleted Lists
- To Enter Bulleted Text
- To Enter Tear-Off Text
- Formatting Fonts
- To Increase the Font Size
- Autofitting Text
- To Autofit Text

- Deleting Objects
- To Delete Objects
- Using Graphics
- To Insert a Photograph into a Picture Placeholder
- Picture Styles
- To Apply a Picture Style
- Building Blocks
- To Use the Building Block Library
- Moving, Resizing, and Aligning Objects
- To Move an Object
- To Resize an Object
- To Align an Object
- To Change the Font Color
- Changing Publication Properties
- To Change Publication Properties
- Printing a Publication
- To Print a Publication
- Starting Publisher and Opening a Publication
- Changing a Publication
- To Draw a Text Box
- To Center Text
- Checking Spelling
- To Check Spelling as You Type
- Creating a Web Page from a Publication
- To Save a Print Publication as a Web Publication
- To Preview the Web Publication in a Browser

CHAPTER 2 — Publishing a Trifold Brochure

- The Brochure Medium
- Creating a Trifold Brochure
- Making Choices about Brochure Options
- To Search for a Template
- To Choose Brochure Options
- Copying and Pasting
- Paste Options
- To Copy and Paste
- Typing Paragraphs of Text
- To Display Formatting Marks
- To Wordwrap Text as You Type
- Formatting Characters
- To Italicize Text
- To Underline a Word
- To Bold Text
- Stylistic Sets and Alternates
- To Display Text in a Stylistic Set
- To Create a Drop Cap
- Ligatures
- To Enable a Ligature
- Font Effects
- To Apply a Font Effect
- To Use the Format Painter Button
- Clip Art

- To Replace a Graphic Using the Clip Art Task Pane
- To Resize the Graphic
- To Insert a New Graphic Using the Clip
- Art Task Pane
- To Insert a New Graphic on Page 2
- Captions
- To Edit Captions
- To Use the Caption Gallery
- Checking the Publication
- To Check the Spelling of the Entire Publication
- To Run the Design Checker
- Previewing and Printing
- To Preview Multiple Pages before Printing
- To Print a Publication with Settings
- To Print on Both Sides
- Printing Considerations
- Paper Considerations
- Color Considerations
- To Choose a Color Model
- Packaging the Publication for the Printing Service
- To Use the Pack and Go Wizard
- Using PostScript Files

CHAPTER 3

- Benefits and Advantages of Newsletters
- Newsletter Design Choices
- To Set Page Options
- Changing the Number of Pages in a Newsletter
- Editing the Masthead
- To Edit the Masthead
- Newsletter Text
- Replacing Placeholder Text Using an Imported File
- To Edit the Lead Story Headline
- To Import a Text File
- To Continue a Story across Pages
- To Manually Continue the Story across Pages
- To Format with Continued Notices
- Customizing the Ribbon
- To Customize the Publisher Ribbon
- Editing Stories in Microsoft Word
- To Edit a Story Using Word
- To Format while Editing in Microsoft Word
- To Quit Word and Return to Publisher
- To Edit the Back Page Story
- Using Graphics in a Newsletter

- To Replace a Graphic Using the Shortcut Menu
- To Select Adjacent Objects by Dragging
- Page Parts
- To Edit a Sidebar
- To Insert a Pull Quote
- To Insert Text in a Pull Quote
- To Duplicate a Graphic
- To Flip a Graphic
- Advertisements
- To Insert and Format a Coupon
- Revising a Newsletter
- Moving Text
- To Drag and Drop Text
- Hyphenation
- To Check Hyphenation
- Creating a Template
- Saving the Template and Setting
- File Properties
- To Create a Template with Property Changes
- Chapter Summary
- Learn It Online
- Apply Your Knowledge
- Extend Your Knowledge
- Make It Right
- In the Lab
- Cases and Places