

This course covers the following topics (items marked with a * are covered if time allows):

Mail Merge (*)	Inserting objects	Personal information (*)
Publisher Basics	<ul style="list-style-type: none">• Using clip art• Inserting pictures• Design gallery objects	<ul style="list-style-type: none">• Creating personal information• Using information in diagrams
<ul style="list-style-type: none">• The Publisher screen• Publication templates• Using the task pane	Drawing in Publisher	Tables (*)
Creating publications	<ul style="list-style-type: none">• Using autoshapes• Selecting and moving• Resizing and rotating• Grouping and copying	<ul style="list-style-type: none">• Creating tables• Rows, columns and cells• Modifying tables
<ul style="list-style-type: none">• Starting a new publication• Applying designs• Changing the layout• Choosing a background• Using colour schemes	Printing publications	Fun stuff (*)
Working with text	<ul style="list-style-type: none">• Using print preview• Using design checker• Printing	<ul style="list-style-type: none">• Origami• Paper planes• Greeting cards
<ul style="list-style-type: none">• Text boxes• Typing text• Styles and formatting		

There will be no more than 6 people on the course. All courses include lunch at a nearby restaurant. Please see our [website](#) for [references](#), or [email us](#) if you have any questions.