South Central College

OTEC 2830 Microsoft Publisher

Common Course Outline

Course Information

Description   Students will integrate word processing, graphics, and manipulate text graphics to produce professional quality publications. The topics covered are most useful to the student who has prior word processing experience and who needs to understand page compositions and typography for the purpose of preparing documents with flair. The course introduces the concepts, terminology, techniques, and applications of desktop publishing. Design concepts are limited to those useful in business applications and are not intended to present a "graphics/commercial art" focus. The emphasis will be on developing proficiency, preparing applications-based projects, and mastery of the software. Microsoft Publisher 2013: Complete is intended for a first course on Publisher 2013. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required.
(Prerequisites: None)

Total CreditsSt

Learning Objectives
Choose brochure options
Swap pictures using the scratch area and arrange thumbnails
Employ typography such as stylistic sets, ligatures, and drop caps
Edit captions and caption styles
Package publications for a printing service
Explain the use of PostScript files

3. Design newsletters

Learning Objectives
Describe the advantages of using the newsletter medium and identify the steps in the design process
Edit a newsletter template and navigate pages
Import text files
Continue a story across pages and insert continued notices
Insert marginal elements
Drag and drop text
Create templates with property changes

4. Create custom publications

Learning Objectives
Create color and font schemes
Convert a picture to a drawing object and edit
Add to the building block library
Align objects and wrap text
Customize bullets
Format an object with a gradient fill, differentiating among text, patterns, pictures, tints, and shades

5. Use business information sets

Learning Objectives
Design letterhead
Create a business information set
Insert business information fields into a publication
Create and apply a new text style
Apply the read-only attribute to a publication
Add user-friendly features to an interactive publication
Publish a portable PDF/XPS file

6. Work with Publisher tables

Learning Objectives
Create tables and enter data
Apply table formats and shape effects
Insert and delete rows and columns in tables
Center and align table data
Merge, split, and divide cells diagonally
Use the Master Page
Embed an Excel table in a publication

7. Format and merge publications with data

Learning Objectives
Recolor and compress a graphic to create a watermark
Track and kern characters
Set tab stops and enter tabbed text
Use the Mail Merge Wizard to create form letters
Create and edit data source files
Use grouped field codes
Select and filter records in a data source
Insert field codes and preview results

8. Generate data-driven catalogs

Add backgrounds to master pages

Learning Objectives

View, rename, and duplicate a master page
Add backgrounds to master pages
Insert headers and footers