



41, Heathfield Road
Norton
Evesham
Worcestershire
WR11 4TQ

Tel: 0770 987 9206
E-mail: info@justclait.co.uk
Web site: www.justclait.co.uk

WORKBOOKS FOR CLAIT 2006 - LEVEL 1

- Workbooks are supplied on CD-ROM for self-printing (unlimited copies)
- Purchasers can print unlimited copies for their own use
- You are allowed to print and photocopy the materials as much as you like for use at the same training centre. You can place the materials on an Intranet if required
- They are available in PDF format and Word format
- Purchasers can edit the Word format workbooks to produce customised versions for use at the same training centre
- All practice data files are supplied

The following eight units are available on a unit by unit basis

NEW! 2nd Editions These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION

(Using Windows XP and Word 2003)

UNIT 2 - CREATING SPREADSHEETS AND GRAPHS

(Using Excel 2003)

UNIT 3 - DATABASE MANIPULATION

(Using Access 2003)

UNIT 4 - e-PUBLICATION CREATION

(Using Publisher 2003)

UNIT 5 - CREATE AN e-PRESENTATION

(Using PowerPoint 2003)

UNIT 6 - e-IMAGE CREATION

(Using Publisher 2003 and Paint Shop Pro)

UNIT 7 - WEB PAGE CREATION

(Using FrontPage 2003)

UNIT 8 - ONLINE COMMUNICATION

(Using Internet Explorer and Outlook 2003/7)

LEARN, PRACTISE
AND PASS
CLAIT 2006 - LEVEL 1

UNIT 4
E-PUBLICATION
CREATION

USING
MICROSOFT PUBLISHER 2003

**Please do not remove this guide from the training
centre.**

*This instruction guide is protected by British copyright laws. Copying is prohibited
unless written permission is granted by the author.*

*Copyright Martin Barrett
April 2008
Email: info@justclait.co.uk*

CLAIT 2006 – LEVEL 1 – UNIT 4

E-PUBLICATION CREATION

USING MICROSOFT PUBLISHER 2003

CONTENTS

	Page
Introduction.....	4
What is e-Publication Creation?	5
Creating and saving a publication	6
Setting page size, margins and orientation	12
<i>Practice Tasks 1 – 3</i>	
Creating single column text boxes.....	24
<i>Practice Tasks 4 – 6</i>	
Importing text files and checking spelling	37
<i>Practice Tasks 7 – 9</i>	
Creating multiple column text boxes.....	45
<i>Practice Tasks 10 – 12</i>	
Setting font, font sizes and emphasis.....	52
<i>Practice Tasks 13 – 18</i>	
Aligning and justifying text.....	68
<i>Practice Tasks 19 – 21</i>	
Indenting text.....	74
<i>Practice Tasks 22 – 24</i>	
Balancing columns of text.....	81
<i>Practice Tasks 25 – 27</i>	

<u>Contents (continued)</u>	Page
Cutting, copying and pasting text <i>Practice Tasks 28 – 30</i>	89
Inserting images <i>Practice Tasks 31 – 33</i>	96
Moving, copying and resizing images..... <i>Practice Tasks 34 – 36</i>	108
Cropping, flipping and rotating images <i>Practice Tasks 37 – 39</i>	116
Drawing lines and borders..... <i>Practice Tasks 40 – 42</i>	123
Drawing graphic shapes <i>Practice Tasks 43 – 45</i>	131

ALIGNING AND JUSTIFYING TEXT

Text can be aligned in various ways within a publication, and in this section you will learn about:

- Left aligned text
- Right aligned text
- Centre aligned text
- Fully justified (or justified) text

Here is how a single paragraph of text appears with each of the above alignments and indents applied.

Left aligned (straight left margin, ragged right margin)

There is a vast array of computer equipment. The hardware components of a typical computer system are shown overleaf, including a number of items such as mice, speakers, printers etc. which are often referred to as peripherals.

Right aligned (ragged left margin, straight right margin)

There is a vast array of computer equipment. The hardware components of a typical computer system are shown overleaf, including a number of items such as mice, speakers, printers etc. which are often referred to as peripherals.

Centre aligned

There is a vast array of computer equipment. The hardware components of a typical computer system are shown overleaf, including a number of items such as mice, speakers, printers etc. which are often referred to as peripherals.

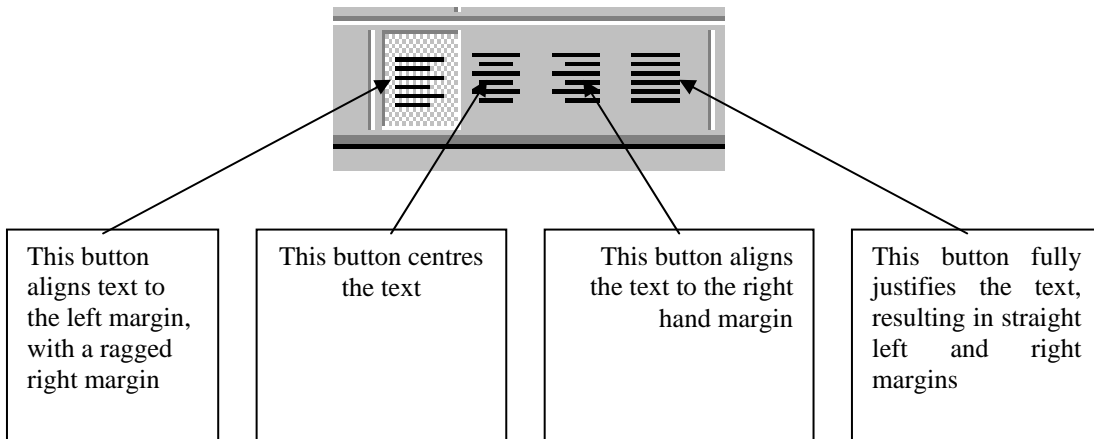
Fully justified (straight left margin, straight right margin)

There is a vast array of computer equipment. The hardware components of a typical computer system are shown overleaf, including a number of items such as mice, speakers, printers etc. which are often referred to as peripherals.

A publication may well contain text that has been laid out using a combination of the above alignments. The alignment can be applied to individual lines, but normally any alignment is applied to entire paragraphs.

Unless otherwise specified, the usual “default” alignment of text is left aligned. The alignment that is currently applied to a section of text is shown on the formatting toolbar as follows:



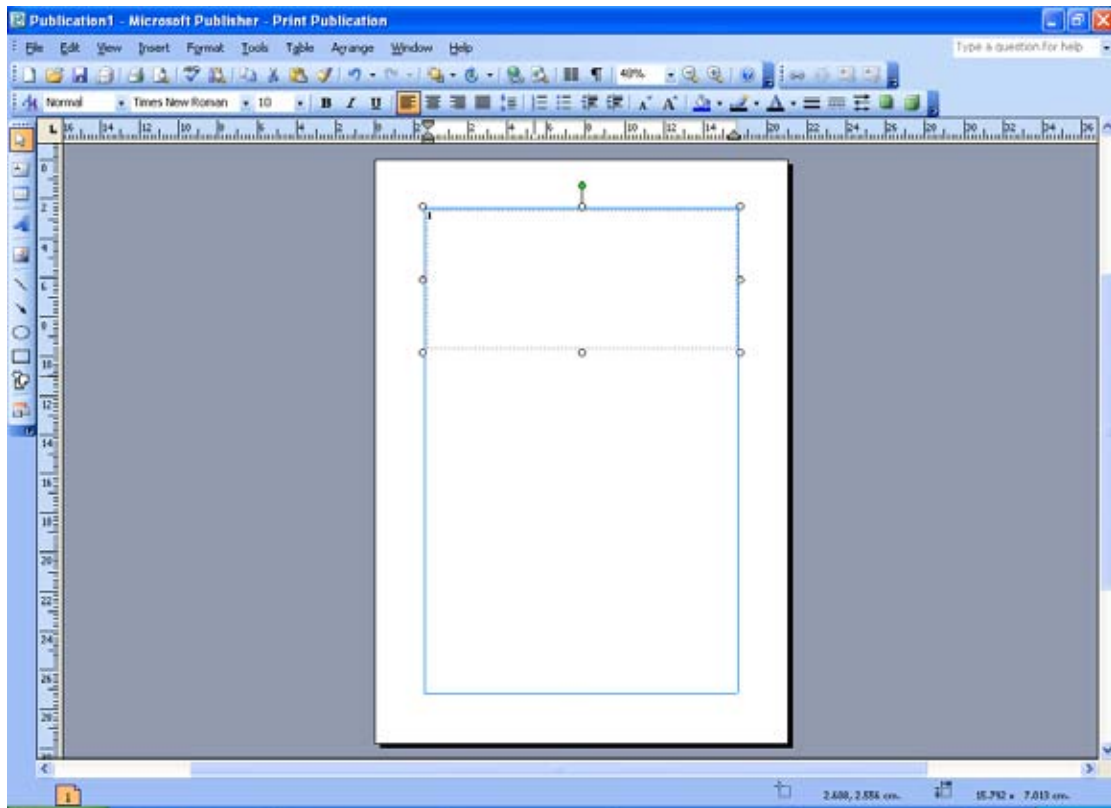


You can use these buttons to align text before you type the text, or you can use them to align text that has already been typed.

This is achieved by placing the insertion point anywhere within the text that is to be aligned, and then clicking on the appropriate button on the formatting toolbar.

Carry out the following steps to see this in action:

Action Open a new publication and create a page wide text box that fills approximately a quarter of the page.



Action Enter the following paragraph of text (using the default left alignment and a font size of 14).

A woman came home, screeching her car into the driveway, and ran into the house. She slammed the door and shouted at the top of her lungs, "Honey, pack your bags. I won the lottery!". The husband said, "Oh my God! What should I pack, beach stuff or mountain stuff?". "Doesn't matter," she said. "Just get out."

Action Place the insertion point anywhere within the text, and then click on the justify button on the toolbar.



The text should now appear similar to that below, with a straight right margin:

A woman came home, screeching her car into the driveway, and ran into the house. She slammed the door and shouted at the top of her lungs, "Honey, pack your bags. I won the lottery!". The husband said, "Oh my God! What should I pack, beach stuff or mountain stuff?". "Doesn't matter," she said. "Just get out."

Action Now right align the paragraph of text - the text should now appear similar to that below:

A woman came home, screeching her car into the driveway, and ran into the house. She slammed the door and shouted at the top of her lungs, "Honey, pack your bags. I won the lottery!". The husband said, "Oh my God! What should I pack, beach stuff or mountain stuff?". "Doesn't matter," she said. "Just get out."

Action Finally, left align the paragraph again - the text should now appear similar to that below:

A woman came home, screeching her car into the driveway, and ran into the house. She slammed the door and shouted at the top of her lungs, "Honey, pack your bags. I won the lottery!". The husband said, "Oh my God! What should I pack, beach stuff or mountain stuff?". "Doesn't matter," she said. "Just get out."

To align the text for more than one paragraph at the same time, highlight all the text concerned before clicking on the appropriate alignment button.

Remember, the fastest way to highlight an entire text box is to use **Edit, Select All** on the menu bar, or hold down the **CTRL** key and press the letter **A**.

Action Now **Close** the publication without saving the changes and tackle the following tasks.

Practice Task 19

**CREATING A PUBLICATION
IMPORTING A TEXT FILE
ALIGNING AND JUSTIFYING TEXT**

The data files required for this exercise are: **workshop4.txt**

1. Switch on the computer
2. Login using your username and password
3. Load a desktop publishing application
4. Create a new single-page publication
5. Set the **Page Size** to **A4** and the **Page Orientation** to **Portrait**
6. Create a single column text box (with a border) centrally on the page, with the following dimensions

Height :17 cms
Width :10 cms
7. Import the text file **workshop4.txt**
8. Centre align the headings **A HALF-DAY PRACTICAL WORKSHOP** and **WORKSHOP CONTENT**
9. Fully justify the first four paragraphs of text below the heading **A HALF-DAY PRACTICAL WORKSHOP**
10. Centre align all the text below the heading **WORKSHOP CONTENT**
11. Save the publication using the filename **Align1**
12. Print a single copy of the publication on to A4 paper
13. Close the publication
14. Close the desktop publishing application

End of task

Practice Task 20

**CREATING A PUBLICATION
IMPORTING A TEXT FILE
ALIGNING AND JUSTIFYING TEXT**

The data files required for this exercise are: **ingred4.txt**

1. Switch on the computer
2. Login using your username and password
3. Load a desktop publishing application
4. Create a new single-page publication
5. Set the **Page Size** to **A4** and the **Page Orientation** to **Portrait**
6. Create a single column text box (with a border) centrally on the page, with the following dimensions

Height :17 cms
Width :10 cms
7. Import the text file **ingred4.txt**
8. Centre align the headings **Ingredients**, **For the gravy** and **Method**
9. Right align the two lists of ingredients
10. Fully justify the last three paragraphs of text below the heading **Method**
11. Save the publication using the filename **Align2**
12. Print a single copy of the publication on to A4 paper
13. Close the publication
14. Close the desktop publishing application

End of task

Practice Task 21

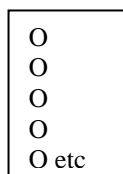
**CREATING A PUBLICATION
ALIGNING TEXT**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load a desktop publishing application
4. Create a new single-page publication
5. Set the **Page Size** to **A4** and the **Page Orientation** to **Portrait**
6. Create a single column text box (with a border) centrally on the page, with the following dimensions

Height :9 cms
Width :3 cms

7. Type in the capital letter **O**, 21 times, placing each letter on its own line down the left-hand side of the text box i.e.



8. Centre align the 2nd, 5th, 8th, 11th, 14th, 17th, and 20th **O**'s
9. Right align the 3rd, 6th, 9th, 12th, 15th, 18th and 21st **O**'s
10. Save the publication using the filename **Align3**
11. Print a single copy of the publication on to A4 paper
12. Close the publication
13. Close the desktop publishing application

End of task



ORDER FORM - PRINTABLE & EDITABLE RESOURCES FOR CLAIT (LEVEL 1)

VIEW SAMPLES AND ORDER ONLINE AT
www.justclait.co.uk



CLAIT PRACTICE (LEVEL 1) CD

(covers Units 1 to 8) (supplied in Word and PDF format)

- **360** (45 per unit) stand-alone practice tasks with annotated solutions
- **24** (3 per unit) **OCR approved** FULL practice assignments with marked copies
- Suitable for use with ALL Microsoft Office versions and most other software
 - All data included
 - Print unlimited copies
- Edit yourself to create tailored resources and brand new versions



CLAIT WORKBOOKS (LEVEL 1) CD

(covers Units 1 to 8) (supplied in Word and PDF format)

- 8 step-by-step self-paced guides, fully editable for unlimited printing
 - Carefully mapped to the OCR CLAIT level 1 syllabus
- Edit and revise yourself to reflect system and software upgrades

The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

Code	Price	Product codes included	Tick here to order
PRAC	£29.95	EPA1 to EPA8 and EPT1 to EPT8	<input type="checkbox"/>

Code	Price	Product codes included	Tick here to order
EWB	£69.95	EWB1 to EWB8	<input type="checkbox"/>

Alternatively, you can order one or more products for individual CLAIT units (all supplied on 1 CD in Word and PDF format)	PRACTICE ASSIGNMENTS 3 full assignments & solutions per unit			PRACTICE TASKS 45 tasks & solutions per unit			WORKBOOKS Step-by-step self-paced guides		
	Code	Price	✓	Code	Price	✓	Code	Price	✓
CLAIT (LEVEL 1) UNIT									
1. FILE MANAGEMENT & e-DOCUMENT PRODUCTION	EPA1	£5.00	✓	EPT1	£5.00	✓	EWB1	£15.00	✓
2. CREATING SPREADSHEETS AND GRAPHS	EPA2	£5.00	✓	EPT2	£5.00	✓	EWB2	£15.00	✓
3. DATABASE MANIPULATION	EPA3	£5.00	✓	EPT3	£5.00	✓	EWB3	£15.00	✓
4. e-PUBLICATION CREATION	EPA4	£5.00	✓	EPT4	£5.00	✓	EWB4	£15.00	✓
5. CREATE AN e-PRESENTATION	EPA5	£5.00	✓	EPT5	£5.00	✓	EWB5	£15.00	✓
6. e-IMAGE CREATION	EPA6	£5.00	✓	EPT6	£5.00	✓	EWB6	£15.00	✓
7. WEB PAGE CREATION	EPA7	£5.00	✓	EPT7	£5.00	✓	EWB7	£15.00	✓
8. ONLINE COMMUNICATION	EPA8	£5.00	✓	EPT8	£5.00	✓	EWB8	£15.00	✓

DELIVER TO : _____
 ORGANISATION (if applicable) : _____
 ADDRESS : _____
 : _____
 : _____

**NO VAT!
NO POSTAGE!**

EASY TO ORDER – DESPATCHED WITHIN 24 HOURS BY 1st CLASS POST
 No account required – just tell us what product codes that you want to order and where to send your CD!
 (If you wish to pay by credit/debit card or PayPal please order online at www.justclait.co.uk)

4 ways to order

No account required – just tell us what product codes that you want to order and where to send your CD!






Online (credit or debit card or PayPal)
www.justclait.co.uk

Email (we will invoice you)
info@justclait.co.uk

Telephone (we will invoice you)
0770 987 9206

Post (we will invoice you)
Send this form or your official order to:

**JustClait, 41 Heathfield Road, Norton,
Evesham, WR11 4TQ**

Please quote product codes