

Microsoft Publisher

Target Audience

Microsoft Publisher is a program that can be used for creating newsletters, brochures, flyers, menus, banners, etc. You'll discover how scanned images, clip-art graphics, and distinctive typefaces can make your documents come alive in no time-without spending a lot of money.

This Microsoft Publisher training course is designed for delegates who have little or no experience of the program or who are self taught.

Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- Design your own publications such as newsletters and brochures

Course Content

- The Publisher interface
- Understand how to use the master to update and change multiple pages.
- Work with clipart pictures and pictures from other programs.
- Learn how to scale, crop, resize and move. Modify picture properties, edit pictures and change text wrapping around pictures.
- Learn how to design your own publications such as business cards, flyers, brochures, newsletters and cards.
- Work with drawing tools to create lines, shapes and other objects.
- Learn how to print publications effectively.
- Change the appearance of your work using fonts, colours, backgrounds and alignment options as well as using WordArt text effects and lots more.
- Learn how to setup tables for presenting text in a column and row format.
- Insert information from other programs.