

# MICROSOFT PUBLISHER

## Full Course

### SUITABLE FOR

Delegates who will be using Publisher to produce publications of newsletters and magazines.

### AIM OF THE COURSE

To introduce the main features and concepts of Publisher and DeskTop Publishing concepts, and provide an opportunity to practice working with these features.

### COURSE CONTENT

- An Introduction to Microsoft Publisher and Desk Top Publishing Concepts
- Understanding the Microsoft Publisher Screen Layout
- Setting The Page Layout (Margins, Size and Columns)
- Entering, Editing & Formatting Text
- Working with Various Shapes
- Working with Various Colour Options
- Resizing, Copying & Moving Objects
- Creating, Saving, Retrieving & Printing Publications
- Working with Pictures
- Spell Check
- Printing

### FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.