

## QuarkXPress

### Suitable for:

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

### Aim of the Course:

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

### Course Content:

- ✦ An Introduction to Desk Top Publishing
- ✦ Understanding The QuarkXPress Screen Layout
- ✦ Altering the Page Layout (Margins, Size, Columns & Orientation)
- ✦ Entering, Editing & Formatting Text
- ✦ Setting Indents and Tabs
- ✦ Shapes
- ✦ Using Colours & Blending
- ✦ Resizing, Copying & Moving Objects
- ✦ Creating, Saving, Retrieving & Printing Publications
- ✦ Importing & Positioning Text
- ✦ Importing & Positioning Graphics
- ✦ Using the Spell Checker
- ✦ Using Libraries to Store Regularly Used Pictures & Text
- ✦ Page Numbering
- ✦ Using Colours & Blending
- ✦ Resizing & Moving Objects
- ✦ Creating, Saving, Retrieving & Printing Publications
- ✦ Importing & Positioning Text/Graphics
- ✦ Using the Spell Checker
- ✦ Creating & Using Master Pages

### Further Information:

- ✦ On completion of the above course, each delegate will be awarded a course certificate.
- ✦ The duration of the above course is 2 days.
- ✦ Post course support is available.
- ✦ Full course notes and shortcuts are provided to each attendee at the beginning of the course, to keep for future reference.

We are more than happy to tailor each and every course to suit your organisations requirements, should the above course does not exactly match your requirements.

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