Microsoft Publisher

Who should attend?

This course is suitable for anyone who is new to Publisher and who doesn't know the basics of the programme.

Course Aims & Objectives

The purpose of this course is to give delegates the confidence in using the essential features of Publisher.

By the end of this course delegates will be able to:
- Understand the basic layout of Publisher
- Create, edit and save publications
- Modify the layout and structure of a publication
- Format text and graphics
- Distribute a publication

Course Outline

- Getting Started with Publisher 2010
- Create a Basic Publication
- Add Content to a Publication
- Modifying the Layout and Structure of a Publication
  - Import Text into a Publication
  - Organise Text Boxes and Pictures in a Layout
  - Control the Display of Content in Text Boxes
  - Insert Common Layout Elements
- Formatting Text in a Publication
  - Format Text
  - Format Paragraphs
  - Apply Paragraph Styles
  - Apply Schemes
- Editing Content in a Publication
  - Edit Text in a Publication
  - Present Content in Tables
  - Review Text in a Publication
  - Insert Symbols and Special Characters
- Formatting Graphics in a Publication
  - Customise the Appearance of Pictures
  - Add Graphical Objects to a Publication
- Preparing a Publication for Distribution
  - Check the Design of a Publication
  - Save a Publication for Distribution
  - Preview and Print a Publication
  - Send a Publication by Email

Certification

Certificates of attendance will be awarded to delegates upon completion of the course.

Duration

1 day

Location

We can offer courses on company premises for a maximum of 8 delegates or upcoming open courses in your local area.