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- Tutor-led training
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Microsoft Publisher

Introduction

Introduction Microsoft Publisher is one of the world's leading desktop publishing (DTP) applications. It enables you to create professional-quality colour publications.

Objectives A comprehensive insight into the main Publisher features. The knowledge gained will enable students to produce professional business publications efficiently and effectively.

Designed for New users. Participants should ideally have attended our "Windows Awareness" course or attained a similar level of proficiency.

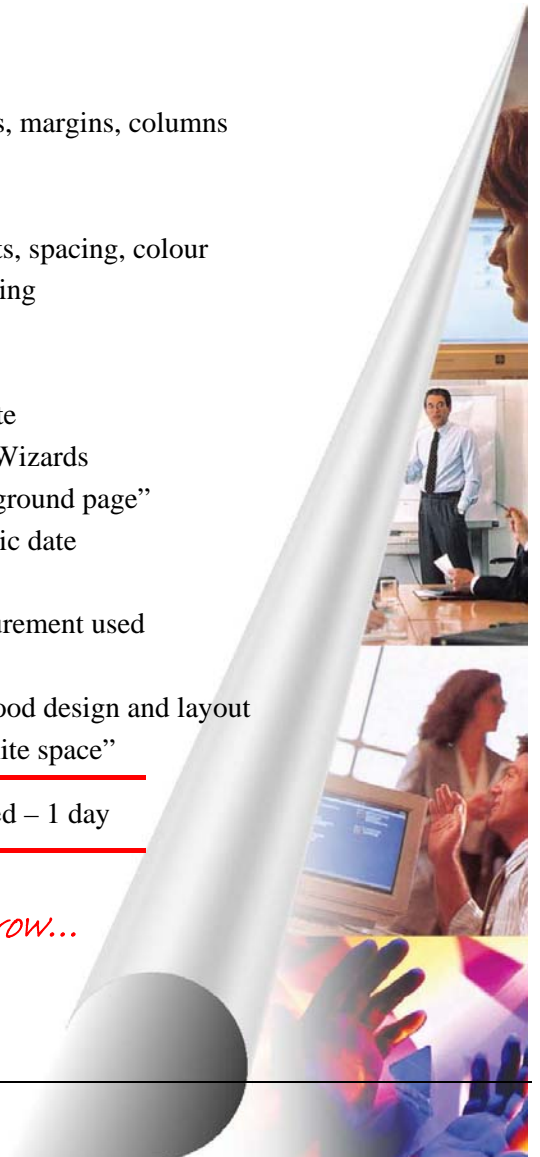
Duration One day

Topics Overview of the Microsoft Publisher screen
Rulers, guides, scratch area, status bar
Standard / formatting Toolbars and Toolbox icons
Views, zoom
Creating, saving, opening files
Printing – considerations when printing to bureau
Wizards / Templates / Design Gallery
Clipart / Objects / OLE
Frames
Importing Text and Pictures
Page setup, layout, page sizes, margins, columns
Picture Display
Special Paper
Formatting characters, Indents, spacing, colour
Symbols, bullets and numbering
Tables and Tabs
Cut, copy, paste
Layer, group, size, crop, rotate
Border Art, Word Art, Page Wizards
The importance of the "background page"
Page numbering and automatic date
Spelling and hyphenation
Changing Options and measurement used
Help
What to do and not to do – good design and layout
Correct use of Fonts and "white space"

Follow-up Microsoft Publisher Advanced – 1 day

Imagine what you'll know tomorrow...

For more information call





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www.BlackSwanTraining.com