

Duration 1 day

Overview

This course provides an introduction to Microsoft Publisher. It covers all the basic features of the product.

Recommended for

Staff who wish to design and create newsletters, flyers and posters.

Prerequisites

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Objectives

At the end of the training the delegate will be able to successfully:

- Start the program and understand the working screen
- Work with text using cut, copy & paste , formatting, columns, autoflow
- Add border art, customise borders, patterns, shadows
- Use wizards and templates
- Preview publications before printing them
- Save publications
- Create, resize, move, delete and connect frames
- Create, edit and lock tables
- Add design effects such as captions, callouts, sidebars and page elements
- Work with backgrounds and add objects
- Access Help – wizards, index, contents

using the documentation and support provided.