

# Microsoft Publisher

## Intended Audience

This 1-day course has been designed for proficient users of Windows. Delegates will learn the essential and enhanced features of Microsoft Publisher enabling them to produce professional looking General Documentation, Flyers, Newsletters and Brochures. Proficiency in the use of a word-processing application to the level of our Introduction to Word is essential

## Course Topics

- Overview of Publisher
- The Publisher Screen
- Creating Special Effects
- Creating Documents
- Inserting Text and Graphics
- Manipulation of Graphics
- Enhancing the look of your publications
- Page Wizards
- Drawing Tools for Diagrams
- Creating other types of publication
- Printing

### Time Permitting:

- Creating and Using Styles
- Creating Master Templates
- Tables
- Advanced Tools and Features

## Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.