



focus4 training
Invest Train Succeed



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Microsoft Publisher

General Description

This course covers the skills required to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes and labels. You do not need any prior knowledge of Microsoft Publisher to complete this course.

Course Outline

At the end of the course delegates will be able to use Microsoft Publisher to create a range of business documents including brochures, flyers, newsletters and labels. This course is available for Microsoft Office 2003, 2007 and 2010.

Course Content

- An Overview of the Version Interface
- Publisher Orientation
- Task Pane
- The Publisher Screen
- Publisher Essentials
- Objects & Frames
- Tips For Planning A Publication
- Creating a Text Box
- Formatting Text
- Wrapping Text
- Text Techniques
- Text Styles
- Overview of Tabs and Lists
- Creating a Table
- Entering Text in a Table
- Merging Cells in a Table
- Mail Merge
- Drawing
- Creating AutoShapes
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using the Design Gallery
- Creating WordArt
- Formatting WordArt
- Stationery and Page Orientation
- Layout and Page Techniques
- Creating a Template
- Using a Template

Training Needs Assessment

Not sure which level you are?
Complete a Free Training Needs Assessment and we will advise you on which level to study.

Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

Investment

Open Courses

£135+VAT per person per day

Closed Courses at Lutterworth

Starting from £525 +VAT for up to 8 delegates

Courses at your Site

Starting from £525 + VAT for up to 6 delegates. Laptops available