

PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

MICROSOFT PUBLISHER

Course Specification



Frames

Graphics

Newsletters

Posters

Labels

Adverts

Presentations

Flyers

Marketing

"I want to be able to create my company newsletter and stunning marketing materials". A good marketing image is vital in today's businesses. The ability to change paperwork instantly (as opposed to contacting a printer) gives the flexibility required in a busy working environment. Microsoft Publisher has all the tools required to Design, Create and Manipulate all manner of text, graphics and objects on the printed page. From a simple Newsletter, to Business Cards to website Design. Publisher will help you create all you need for your Marketing presence.

Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of Desktop Publishing Documents and Stunning Presentations.

Throughout the day, there are various tasks to exercise the new skills that you are developing, and these exercises include:

- Understanding and Using the basic tools of Microsoft Publisher
- Using colour and Attributes
- Using Special Effects
- Using and Understanding Frames
- Adding Modular objects to your presentations
- Using Wizards to create various document types, and then being able to customise your work
- Understanding and Using graphics and Graphic Tools

Course Benefits

Participants need little or no previous experience of Microsoft Publisher, but knowledge of the Windows environment would be beneficial.

This course introduces participants to the basic principles and facilities of Microsoft Publisher and Desktop Publishing. It builds quality documentation and introduces the basic building blocks on which to create stunning presentation.

Any company wanting to create their own documentation should attend this course.

Course Details

Duration 1 Day

Cost £125.00 + VAT

Location Alcrest Academy

Follow Up Phone for Details

Microsoft Publisher

Course Content

- Fonts, types, Sizes and Attributes
- Line, 360 Deg, 45 Deg, Vertical, Horizontal, Styles and Colours
- Boxes, rectangles, Squares, Line and Border styles, Fills and Colour
- Ellipses, Ovals, Circles, Arcs, Line and Border Styles, Fills and Colour
- Frames, properties, Joining Layering, Adding text and Graphics
- Graphics, types, properties, Cropping, re-sizing
- Wizards, Calendars, Ads, Coupons and Logos
- WordArt, Text Shapes, Attributes and Special Effects
- Borders & Shading, Styles, Fills, Colours, Inverse Video, Border Art
- Printing
- Saving and retrieving
- Spell Checking
- Moving and Copying Data, frames and Graphics
- Undo
- Design Gallery
- Custom Shapes
- Grouping objects
- Rotating objects
- Aligning Objects
- Layering text, Graphics and Object Boxes



Once you have completed this course, you will be able to:

- Create Stunning Newsletters
- Use Colour Attributes and Graphics
- Create Posters, Logos and many other publication types
- Create Business Cards and Business Documentation
- Create a Marketing Image
- Save a Fortune on Publishing Costs
- Be Able to adapt any Microsoft Publisher document
- Create Handouts and Gizzits



To Book your Course, Please Telephone Andrew on 01472 321703 or 07872384744

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