



I.T. Training

Promote your Business with Microsoft Publisher

Version: Microsoft Publisher 2007

Duration: ½ Day

Requirement: Basic knowledge of MS Word and MS Windows

Content:

Aimed at people who need to produce promotional and informational material quickly and easily, the course is ideal if you want to be able to produce leaflets, flyers, brochures and newsletters without the fuss of going to a design agency.

This course will cover the following subjects:

- Page Setup
- Working with:-
 - Text
 - Graphics
 - Drawing Tools
- Creating Multi-page Documents
- Using Guides and Drawing Aids
- Preparing for Publication
 - External Printing
 - In House Printing
 - Email distribution
 - Creating different file formats
 - Reducing the size of your finished document

Outcome: To be able to produce publicity material in a variety of formats for either in-house printing or printing by an external agency.

Progression: Advanced MS Publisher 2007, 1 day course

MS Word, MS Outlook, MS Access and MS Excel will be covered in future Saturday courses.