

Microsoft Publisher 2003

Introduction



Microsoft Publisher 2003 is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, email and the Web. In this course, delegates will look at how to create a publication from scratch.

COURSE DURATION

1 Day Course

Upon successful completion of this course, delegates will be able to:

- create a one-page publication
- modify a publication's layout and structure
- edit content in a publication
- format text
- format pictures
- identify the options for distributing a publication

COURSE CONTENT

- Creating a Basic Publication
- Modifying a Publication's Layout and Structure
- Editing Content in a Publication
- Formatting a Publication
- Formatting Pictures in a Publication
- Preparing a Publication for Distribution

Prerequisites

This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs, navigate to information stored on the computer; manage files and folders; and select text.



HOW TO BOOK

You can choose from a number of options:

- Call our TRAINING CENTRE on 001189 778562
- E-mail us at our specially designated TRAINING CENTRE address:

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