



## *Hands-on Computer Training!* Microsoft Publisher Essentials

Course Length: 6 Hour (either 2 three-hour sessions or 1 six-hour session)

Price: \$175

**Prerequisites:** Familiar with the personal computer and Windows. No previous Publisher or other experience is required.

**Description:** Through lecture, demonstration and hands-on exercises, the individuals will become familiar with Microsoft Publisher. You will learn how to publish applications that place emphasis on page layout and design. You will also learn how to create visually rich, professionally-looking publications, including flyers, posters, product catalogs, and email newsletters.

### **Objectives:**

- Get familiar with the Publisher environment and start working on a publication
- Working with basic publications.
- Adjusting the contents in a publication.
- Edit Text in a Publication
- Present Content in Tables
- Review Text in a Publication
- Insert Symbols and Special Characters
- Editing and formatting publications.
- Modify the layout and structure of a publication.
- Working with pictures and graphics.
- Format graphics in a publication.
- Customize the Appearance of Pictures
- Add Graphical Objects to a Publication
- Preparing a publication for distribution.
- Creating picture backgrounds and effects.
- Photo center printing.
- Swapping and adding pictures.
- Format text in a publication.
- Text effects.
- Prepare a publication for distribution.
- Check the Design of a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Send a Publication by Email

**Other training options include:** Corporate training in our classroom or at your site and Individual training at your home or office. Prices will vary for the different options.