



Introduction to Microsoft Publisher

One-Day Course

Windows

Course Overview:

MS Publisher can be used to create virtually any kind of publication - including publications for print, web sites and Email. This course will focus on using Microsoft Publisher for print publications. You will learn to use design templates to create newsletters, brochures, business forms, flyers and award certificates.

Course Content:

- Publication layout
- Colour schemes
- Font schemes
- Styles and Formatting
- Master Pages
- Using Mail Merge
- Linking Word documents to newsletters/brochures
- Layout of a publication
- Printing publications