
Prerequisites

Little or no knowledge of the software is assumed. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Target Audience

This course is designed for people who need to know how to use Publisher to create a range of business-based documents including brochures, flyers, newsletters, labels and the like.

Learning Outcomes

- Start, navigate and generally work with Publisher
 - Understand concepts essential to the use of Publisher
 - Work with objects and frames in a publication
 - Work with text in a publication
 - Enhance the text in a publication
 - Enhance text using text styles
 - Use tabs and create bulleted and numbered lists
 - Create and work with tables
 - Perform a mail merge in Publisher
 - Create drawings
 - Create WordArt objects
 - Create stationery using Publisher
 - Use layout and page techniques to enhance publications
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