

---

### 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
  - Perform a mail merge in Publisher
  - Create drawings
  - Create WordArt objects
  - Create stationery using Publisher
  - Use layout and page techniques to enhance publications
-