
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

- Work with the basic features
- Create a new publication
- Understand concepts essential to the use of Publisher
- Work with objects and frames
- Understand, create and apply styles
- Work with and enhance text including bulleted and numbered lists
- Insert building blocks
- Insert and modify shapes and pictures
- Create, use and modify a table
- Create publications based on different layout and design options
- Use master pages effectively
- Conduct and customise a mail merge
- Create a catalogue merge
- Save and share a publication in several different ways