

Course Outline

Microsoft Publisher 2010-2013-2016

Course Description:

Create any type of desktop publication for print, email, or publish to the web. Learn tips & tricks for working with Publisher page options, colour schemes, font schemes, and styles. Find out how to use templates to quickly produce professional Brochures, Business Forms, Calendars, Flyers, and Newsletters for print production.

This outline can be fully customized.

Intro Level:

- New Office interface & features
- Overview (Publication Types)
- Views and Toolbars
- Navigating
- Format Publications
 - Page Options, Colour Schemes, Font Schemes
- Formatting Objects and Text
 - Grouping, Aligning, Sizing
- Objects Toolbar (Text Boxes, Lines, AutoShapes, Design Gallery)
- Picture Toolbar (Inserting, Formatting)
- Tables
- Styles
- Mail Merge
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