

Duration 1 day

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

You can save time and money by using Publisher to create your brochures, catalogues and advertisements! Who wants to spend a fortune paying someone else to do something they can put together for themselves?

You will learn how to create fantastic documents using Publisher! You will also find out how easy it is to send mailshots using email! Once again, you save money, this time on the postage and packaging!

The course teaches you how to create visually appealing results by including colour, pictures and special effects in text. The course includes a special section on how you can add special finishing touches to publications before you send the final result off to your printer!

## Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

## Course Content

- Explore the Publisher environment
- Create various types of publications from websites to flyers to business cards and menus
- Add text and objects to documents
- Learn techniques to give you more control over your objects
- Enhance text with colour and special effects
- Use different shapes and pictures to illustrate publications
- Explore the delights of the Gallery objects
- Use a cookie-cutter approach for effective colours and fonts
- Saving and printing your work
- Five tips and tricks for marketing
- Use existing templates to create matching business cards, headed paper, envelopes, compliment slips and more....