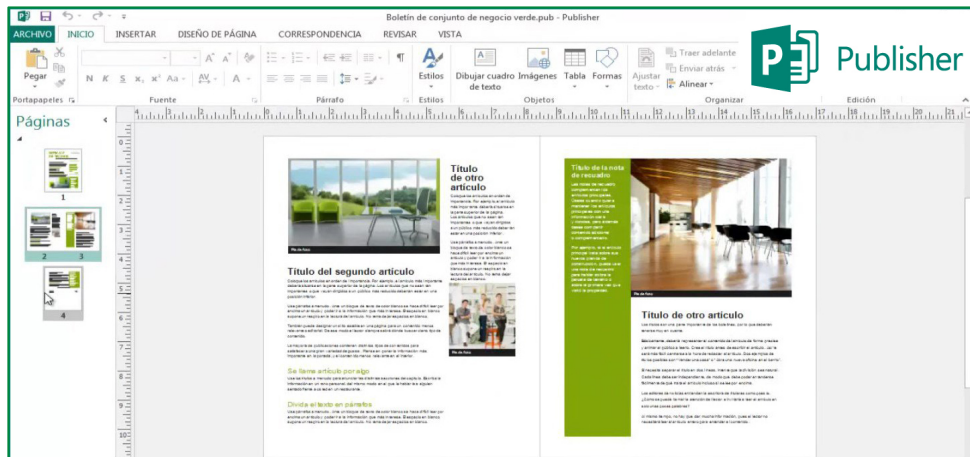


Introduction to Microsoft Publisher

Training course outline

Microsoft Publisher lets you design unique, professional layouts quickly and easily. You can lay out and style text and graphics to get the professional results you want in print, online or PDF.

Introduction to Microsoft Publisher training provides a thorough grounding in the application, teaching key techniques you need to produce professional-standard documents and marketing materials.



Course summary

Provides a thorough grounding in Microsoft Publisher. Sessions include:

- Text basics.
- Type handling.
- Using tabs effectively.
- Working with images.
- Using colour.
- Print options and preparing for professional print bureau.

Duration

One day.

Who should attend?

Anybody who needs to use Microsoft Publisher in their day-to-day work.

In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information

Courses are hosted by highly experienced trainers who are subject matters experts.

Introduction to Microsoft Publisher training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft Project to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- A comprehensive training guide.
- An e-certificate confirming successful completion of *Introduction to Microsoft Publisher* training.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

After course support

Following *Introduction to Microsoft Publisher* training, you're entitled to 30 days' email support from your trainer.

Further information

For further details, see armada.co.uk/course/microsoft-publisher-training. For a quote and details of our availability, please contact us.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Text basics	Formatting text boxes Text box properties Text box – multi column setup
Type handling	Placing text Character and paragraph styles Typography and layouts Using Design Checker
Using tabs effectively	The Tab box Tab characters including left, right, centre Editing tabs Moving and deleting tabs Adding tab leaders Setting precise tab positions

Topics	Sub-topics
Working with images	Importing images Image file formats – understanding and best practice for use Editing images and image frames Wrapping text around images Professional image and text wrapping tips Controlling text wrap
Print output	Print options Preparing for professional print bureau Exporting to PDF PDF best practice and options
Using colour	Applying colour to stroke and fill Changing and matching colour Colour theory