

INTRODUCTION TO MICROSOFT PUBLISHER COURSE OUTLINE

Pre-requisites

An Introduction to PC's and a familiarity with Windows is desirable, although not essential.

Objectives

At the completion of this section the participant will be able to:

- Produce a new publication
- Edit and enhance text in a publication
- Edit and enhance a publication appearance
- Add special effects to a presentation
- Add backgrounds and watermarks
- Number pages
- Add continuing notices
- Wrap text around objects
- Use layout guides
- Create a table
- Add pictures and other objects to a table
- Format a table
- Move, copy and delete tables

Duration

One Day - 9am-4pm



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