



MS Publisher 2010 in the Workplace

This course is aimed at those who would like to learn how to use Publisher to create, personalise, and share a wide range of professional-quality publications and marketing materials. It is aimed at those who want to create brochures, newsletters, business cards, flyers, and greeting cards.

To attend this course, you must be able to understand the basics of using a computer, and you must be able to use a mouse and a keyboard. You must also have a basic knowledge of Microsoft Word or Microsoft Powerpoint.

At the end of the course, learners will be able to:

- Explain the basic principles of desktop publishing
- Create a Business Information Set, to use when creating business cards, letterheads, banners etc.
- Demonstrate the use of 'layering', photos and pictures
- Create a flyer
- Create a newsletter
- Create a greetings card

You will need to bring a USB stick with you to the course.

You should let us know of any additional support you may require when booking this course.

Tel: 01442 251930 to book

