skilltec *shaping your future*

Microsoft Publisher 2016 Level 1

DURATION
1 Day

COURSE OVERVIEW
During this course you will learn to create, edit and distribute publications using Microsoft Publisher 2016.

TARGET AUDIENCE
This course is designed for people with a basic understanding of Microsoft Windows and Microsoft Word who wish to learn how to use Microsoft Publisher 2016 to create, layout and edit.

LEARNING OBJECTIVES
On completion of this course, you will be able to:

- Navigate the Publisher program.
- Create a publication including entering text, pages and graphics.
- Arrange objects.
- Customise a publication.
- Insert tables and text boxes.
- Create, edit and apply master pages.
- Proof, save and print a publication.

PRE-REQUISITES
To be successful in this course, you should be familiar with using personal computers and have used a mouse and keyboard.

You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically you should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.

COURSE CONTENTS

- Starting to use Microsoft Publisher 2016.
- Creating a publication.
- Text formatting.
- Page formatting.
- Pictures.
- Arranging objects.
- Personalising the publication.
- Tables.
- Text boxes.
- Master pages.
- Publisher customisation options.
- Proofing and printing.