

Jenny Labbett Computer Services

Making the most of Microsoft Office



Publisher Introduction

A one-day course.

Pre-requisite for this course: some experience of using Word.

FULL-DAY	<ul style="list-style-type: none">• using Publisher for the first time<ul style="list-style-type: none">• entering personal information• changing personal information• creating a newsletter<ul style="list-style-type: none">• formatting• saving a newsletter as a template• inserting and editing text• inserting and rotating graphics• adding page numbers• adding and removing pages• adding a logo• creating a folded A5 booklet• creating your own publication from scratch<ul style="list-style-type: none">• setting up the page• adding a header and footer• adding body text• using ruler guides• adding graphics• inserting text from another document
-----------------	---

Each delegate will be given the time to create a short publication of their choice.

Please note that this course can also be run as two half-day sessions.