

<p><b>COMPREHENSIVE</b></p>	<p><b>Module 1</b></p>	<p><b>Module 4</b></p>	<p><b>Module 7</b></p>
<p><b>Duration:1 Day (8:30 – 3:30 pm)</b></p>	<p><b>Getting Started</b></p>	<p><b>Working with Text Boxes</b></p>	<p><b>Tables</b></p>
<p><b>Objective:</b> If you have ever needed to create a pamphlet, short booklet, certificate, Bookmarkers, Newsletter, Business Card, need to get creative with a document that needs textboxes and pictures easily places exactly where you need them, then Publisher is the tool for you and it is part of the Microsoft Office suite. Very easy to use and comes with lots of templates for any use.</p>	<p>Opening an Existing Publisher from template, Understand the different types of publications, create a new publication, Zoom, Navigation pane, scratch area and Ribbon. Save.</p>	<p>Insert Text box, Text direction, alignment, Link and unlink, formatting, Drop box, Hyphenation,</p>	<p>Insert Tables, Modify, format, Add/ Delete columns and rows.</p>
<p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p>	<p><b>Module 2</b> <b>Setting Up</b> Edit business information, set ruler guides and measures, Create colour scheme and Font. Change Template</p>	<p><b>Module 5</b> <b>Pages</b> Adding/Deleting and Moving pages, view Two Page spread, name a page, Number a page, set background, Create a Master page</p>	<p><b>Module 8</b> Insert Picture, Crop Graphics Manager, Lock aspect ratio, Compress, Picture frames.</p>
<p><b>Learning Outcomes</b> By the end of the training session you will have an awareness of the applications for Publisher, become orientated with the templates,</p>	<p><b>Module 3</b> <b>Shapes</b> Multi Page Publications, Insert Shapes, Group, Arrange, Align, Colour and Effects. Rotate, Copy/ Paste, Wrap text</p>	<p><b>Module 6</b> <b>Word Art</b> Create Word Art text, change shapes and colours.</p>	<p><b>Module 9</b> <b>Building Blocks</b> Page Parts, Calendar, Borders, Advertisements, Run Design Checker Print, Export – Save for Photo Printing, Mail Merge</p>