



Skills for Business

# Microsoft Publisher 2007 Introduction

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## Course Description

This one-day course is designed to you an introduction to desktop publishing using MS Publisher. The key elements of this course are as follows:

- ◆ Introduction to Publisher 2007
- ◆ Creating a Publication
- ◆ Graphics
- ◆ Arranging Objects
- ◆ Personalising the Publication
- ◆ Tables & Text Boxes
- ◆ Master Pages & Styles
- ◆ Customisation Options
- ◆ Proofing, Saving & Printing Issues
- ◆ Publishing to the Web

## Who Should Attend?

People who are new to desktop publishing and, specifically MS Publisher. Previous knowledge of this application is not essential, although some familiarity of MS Word would be an advantage.

## What Do I Do Now?

For a more detailed Course Outline, to book a place on an Open Course or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)