

# Publisher Basics (full day)

## Level 1.0 beginners

### Course outline

**Publisher Basics (full day)** builds skills and confidence with Microsoft Publisher quickly and easily for both beginners and people who would like to improve their current skills.

This course covers how to create Publisher documents such as brochures, newsletters and PDF documents as well as the most useful effects available in Publisher and basic design principles. You also receive a copy of the **Publisher Basics** T7 Training Systems course book.

### Course duration

**Full day (9am to 4pm)**

### Covered in this course

Subjects covered in this course include:

- Document setup and navigation
- Working with guides
- Working with text and linking text boxes
- Bullet and numbering basics
- Creating graphical emails
- Adding and adjusting page numbering
- Working with effects
- Working with pictures
- Working with shapes
- Master page basics
- Creating PDF documents
- Paragraph style basics
- Inserting and modifying WordArt
- Layout and design principles

and much more including our T7 Tips and Tricks section.

### Is this course for me?

This course is ideal for people who want a solid understanding of working with Publisher. By the end of this course, you will be able to create brochures, newsletters and PDF documents.

This program is also ideal for self-taught people who want to learn correct and time-saving techniques while using Microsoft Publisher.

### Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/Publisher](http://www.T7.net.au/Publisher)

### Further study

**Publisher Intermediate** covers intermediate features and usage of Microsoft Publisher.

# T7 Training Systems

For bookings or enquiries, visit:

[www.OnsiteTrainingCourses.com.au](http://www.OnsiteTrainingCourses.com.au)

or visit [www.T7.net.au](http://www.T7.net.au)

