

# Microsoft Publisher

## *Course Description*

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The objective of this course is to introduce Microsoft Publisher commands, functions and capabilities. It is designed for computer users who are new to desktop publishing who want to gain a thorough understanding of Microsoft's desktop publishing package.

**Course Fee: \$259 +GST Course Duration: 7 hrs**

## *Basic Skills Checklist*

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The following list summarizes skills that students will be comfortable with after this course.

- Navigate the Publisher window
- Open, save, close and view publications
- Use the rulers and guides
- Work with text boxes
- Create and manage objects
- Use the design gallery
- Format publications with the master page
- Layer and format objects
- Use the design checker to check for problems

## *Course Prerequisites*

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The course assumes that students are knowledgeable of and comfortable using a computer. Students should also be familiar with the layout of Microsoft Office programs.

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