

Actual vs Target	Actual	Target	Product	Brand	MS	MS	MS	MS

# MS PUBLISHER

## COURSE OUTLINE



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**6 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

## Course Content

### Audience

This course is designed for individuals who want to create professional-quality publications and marketing materials using Microsoft Publisher

### Pre-Requisites:

No prior experience with Microsoft Publisher is required. Participants should have a basic understanding of computer applications and be familiar with the general use of Microsoft Office software.

### Course Objectives:

By the end of this one-day course, participants will have acquired essential skills in using Microsoft Publisher to create visually appealing publications, flyers, brochures, and other marketing materials

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### Course Content

- Introduction to Microsoft Publisher:
- Overview of desktop publishing.
- Understanding the role of Microsoft Publisher in document design.
- Navigating the Publisher Interface
- Introduction to the Publisher workspace.
- Familiarisation with Ribbon commands and toolbars.
- Creating a New Publication:
- Setting up a new publication in Microsoft Publisher.
- Choosing templates and page layouts.
- Text and Typography:
- Adding and formatting text in Publisher.
- Exploring font styles, sizes, and effects.
- Working with Images and Graphics:
- Inserting images and graphics into a publication.
- Editing and formatting images within Publisher.
- Page Layout and Design Techniques:
- Managing page size, orientation, and margins.





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### Course Content

- Utilising design elements for an aesthetically pleasing layout.
- Using Templates for Efficiency:
- Exploring and customizing Publisher templates.
- Creating consistent designs with template features.
- Working with Shapes and Objects:
- Adding shapes and objects to a publication.
- Customizing shapes and arranging objects.
- Printing and Exporting:
- Setting up print options for various publications.
- Exporting publications for digital sharing.
- Conclusion and Q&A:

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