



# Microsoft Publisher – Intro to Advanced

<b>Aim of Program</b>	This session will introduce participants to using Microsoft Publisher, from learning to create brochures, business cards and newsletters. It will provide participants a good grounding of the basics of Publisher, right through to the advanced components of Publisher, where they will have the necessary skills to enable them to produce professional publications and to mail them one using the Mail Merge functionality.
<b>Program Structure</b>	<p>In this session, participants will learn to:</p> <ul style="list-style-type: none"> <li>▶ Use Basic Publication Skills</li> <li>▶ Adjust Page setup</li> <li>▶ Adjust Layout guides</li> <li>▶ Create Headers &amp; footers</li> <li>▶ Add page numbers</li> <li>▶ Adding and removing pages</li> <li>▶ Formatting text boxes</li> <li>▶ Character formatting</li> <li>▶ Alignment; Indents; Line &amp; character spacing</li> <li>▶ Bulleted lists; Numbered lists</li> <li>▶ Tab stops</li> <li>▶ Creating styles</li> <li>▶ Enhance Publication Text</li> <li>▶ Print, Send, and Publish</li> <li>▶ Work with Drawing Objects</li> <li>▶ Format Objects</li> <li>▶ Use Graphic Images</li> <li>▶ Use Text Frames</li> <li>▶ Linking text boxes</li> <li>▶ Customise Publications</li> <li>▶ Use Tables</li> <li>▶ Use Mail Merge</li> </ul>
<b>Program Enrolment</b>	The program is limited to 8 participants.
<b>Program Duration</b>	1 Day: 9:30am - 4:00pm
<b>Pre-requisite</b>	It is recommended that participants attending this session have attended the Computers - Introduction session or have a strong knowledge on using the mouse and the Windows environment.
<b>Facilitator</b>	Andrew Chong, SATT Simple as that Training
<b>Program Dates, Registration &amp; Fee</b>	Go to link below for <b>Program Dates, Course Registration and Course Fees</b> : <a href="http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx">http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx</a>

Compassion Accountability Respect Excellence Safety

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