# Microsoft Publisher 2013

## Introduction to Creating Publications

## Course Outline

**Getting Started**
- Interface and Environment
- Advantages and Disadvantages

**Producing Publications**
- Open, Save and Close
- Working with pages
- Printing and Publishing

**Creating a Publication**
- Blank publications
- Using and changing Templates
- Managing page layouts

**Working with Text Boxes**
- Inserting and Arranging
- Format and Controlling Text
- Enhancing with colour

**Shapes and Objects**
- Insert, Size and Modify
- Arranging, Aligning, Distribution

### Is this the right level for you?

This course is suitable for delegates who are new to Publisher or who are self-taught and wish gain an introduction to the features it has to offer. You must have a basic understanding of MS Windows and keyboard and mouse familiarity. Ideally, you will have some knowledge of using Microsoft Word.

### What will you be able to do?

The aim of the course is to provide you with the skills to use Publisher efficiently and confidently, enabling you to create publications such as a newsletter and small booklet, by adding, editing managing text boxes, inserting shapes and graphics whilst enhancing the overall appearance.

### Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

### Booking Details

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### Duration

3 hours tuition

### Course Reference

FCP/Publisher 2013/Essentials/HD01

Empowerment through training