

# 2016 Microsoft Publisher Course

## Course Introduction: Level 1

Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Microsoft Office Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates mail merge features, which is handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Microsoft Publisher makes it easy to create and edit publications.

Microsoft Office Publisher courses are trained using Microsoft Office 2016

### Purpose of Course

The purpose of this course is to enable you to accomplish tasks and activities and fulfil your responsibilities. The course is designed for delegates who want to learn graphic design, desktop publishing and working with photos for their personal use or for business purposes.

### Course Objective

The objective of the course is to provide the course audience with the tools and knowledge to perform their activities. The time in the course will be spent learning the functionality as outlined in the manual.

### Course Performance Objective

At the end of this course, you will have been provided with an overview of the major functionality within the lessons. Each delegate is encouraged to participate during the training with observations and questions. A training manual with relevant exercises will provide you with an opportunity to practise and review the information presented in the course.

### Course Performance Standard

You will participate in the classroom activities and will have completed the following lessons for Level 1:

Lesson 1 : Getting started with Microsoft Publisher 2016

Lesson 2: Adding Content to a Publication

Lesson 3: Formatting Text in a Publication

Lesson 4: Editing Text in a Publication

Lesson 5: Adding and Formatting Graphics in a Publication

Lesson 6: Preparing a Publication for Sharing and Distribution

### Course Performance Conditions

To successfully complete the stated performance goal, you will have access to:

- Assistance from Instructor
- Manual
- Reference materials

## **Teaching Methods**

- On line with the training manual.
- Lab files

## **Course Benefits**

Following this course, you will have the knowledge and tool mastery to maximize your use of the features to manage your specific functions.

## **Course Prerequisites**

Training is application-oriented, aimed at teaching those functions that are based on each specific level. Policies and procedures are addressed only to the extent necessary to support this focus. Training is executed in a Windows environment.

Prior to buying this course, delegates should:

- Have computer literacy, use computers and related technology efficiently.
- Be familiar with Windows or Mac operating systems, work processing skills and the internet
- Know the concepts as necessary for your area of responsibility.

## **Course Duration and Schedule**

- On line and at your discretion.
- Set goals to achieve an outcome
- Set realistic time frames

## **Course Cost**

- \$15.00 per subject per level