Microsoft Publisher is a Desktop Publishing Program that can be used to create a vast array of documents, such as; Newsletters, Letter Heads, Compliment Slips, Business Cards and Brochures. Essentially desktop publishing is all about the combination of text and images. Our Publisher courses take you through all the stages of design, from creating a basic printed menu through to certificates produced via a Mail merge.

Microsoft Publisher: Introduction

Course Title: Simple Desktop Publishing | Duration: 1 Day | Level: Introduction | Code: ITG01

This course assumes no prior knowledge of Publisher. The course would be ideal for beginners or for people who are self-taught and just wish to brush up on their existing skills. The course begins with an overview of the program, description of publishing terminology and navigation of the screen. By the end of the course delegates will be able to produce a variety of single page designs utilising text and images.

Microsoft Publisher: Advanced

Course Title: Publisher Advanced | Duration: 1 Day | Level: Advanced | Code: ITG02

This course is aimed at users that have been on the previous level or a quite well experienced user who wishes to further their knowledge of this program. On completion of this course delegates will be able to produce re-useable design elements, templates, multiple page, mail merge and folded documents. In addition to these skills the course covers advanced layout and formatting techniques using tables and colour schemes. A great course to take your printed publications to the next level.

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals
Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.

Microsoft Publisher: Introduction

Course Title: Simple Desktop Publishing
Course Code: ITG01 | Duration: 1 Day | Level: Introduction

Course Description:

This level assumes no prior knowledge of Publisher. The course would be ideal for beginners or for people who are self-taught and just wish to brush up on their existing skills. The course begins with an overview of the program, description of publishing terminology and navigation of the screen. By the end of the course delegates will be able to produce a variety of single page designs utilising text and images.

Course Requirements:

No previous experience of Microsoft Publisher is required however the delegate should have knowledge in basic computer skills.

Course Content:

- Publications by Wizard
- Publications by Design
- Blank Publications
- The Publisher Screen
- Using Rulers & Guides (Showing / Creating / Amending)
- Using Text Frames (Creating / Typing / Deleting)
- Using Picture Frames (Creating / Inserting / Re-sizing)
- Formatting Text
- Overflowing Text into Multiple Frames (Creating Links / Amending Links)
- Working with Layers
- Formatting Objects

Follow On Courses:

Microsoft Publisher: Advanced

Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals

Microsoft Publisher: Advanced

Course Title: Publisher Advanced
Course Code: ITG02 | Duration: 1 Day | Level: Advanced

Course Description:

This course is aimed at users that have been on the previous level or a quite well experienced user who wishes to further their knowledge of this program. On completion of this course delegates will be able to produce re-useable design elements, templates, multiple page, mail merge and folded documents. In addition to these skills the course covers advanced layout and formatting techniques using tables and colour schemes. A great course to take your printed publications to the next level.

Course Requirements:

The delegate needs to have attended the previous level of the Publisher course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Refresh On Previous Stage
- Tables, Frames, Layers, Overflowing & Formatting Objects
- Creating Your Own Templates
- Creating Your Own Graphics & Clip Art
- Creating Your Own Graphics Library
- Creating Multiple Page Documents
- Mail Merge
- Data Sorting & Filtering
- PCS Tips & Tricks
- Presentation Techniques
- Using Table Frames - Formatting
- Colour Schemes
- The Galleries
- Problem Solving

Additional Information:

- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals