



# Publisher

## What is it?

Microsoft's entry level Page Layout software for in-house publications.



**Windows.**

Which level?		Associated courses:
One day LEVEL 1		
One day LEVEL 2		
One day CUSTOMISED		

Adobe Photoshop  
MS Excel  
Adobe Acrobat

### LEVEL 1:

- Task Pane.....
- Tools-Options-Units.....
- Tools-Options-Save options....
- Arrange-Layout Guides-Col....
- View-Master.....
- Create Text Frame.....
- Measurment Toolbar.....
- Indents/Tabs/Leading.....
- Drop Caps.....
- Styles.....
- Format-Text Styles.....
- Columns (*dbl-click frame*).....
- Column Break (*shift-ctrl*).....
- Link Text Frames (*tool*).....
- Tables.....
- Insert Picture.....
- Resize/Crop/Opacity (*toolbar*)....
- Arrange-Text Wrap.....
- Tools-Spelling.....
- Multi-Pages.....
- Inset.....
- Colours - *process/spot*.....
- Saving.....
- Pack & Go.....
- Guides (*shift*).....

- Tools-Design Checker.....
- Tools-Graphics Manager.....
- Hyperlinks.....
- File-Web Page Preview.....
- Drawing Tools.....
- Arrange Menu.....
- Pickup/Apply Formatting.....
- Tools-Customise.....
- Continued on/from.....

#### Shortcuts

- F9.....Zoom
- CtrlShift L.....Fit
- F7.....Spelling
- CtrlShift-N.....New Page
- Shift.....Constrain key
- Ctrl.....Draw from centre
- Ctrl-Drag.....Copy drag
- Ctrl-M.....Master page
- CtrlShift-Y.....Hidden chars
- CtrlShift-0.....Boundaries/Guides

## Available Nationwide

Why use a training provider that engages us to provide the training anyway?

### Cut out the middle man!

**Cost p/day:**  
 Our place **£399**  
 Your place **£499**  
 Other venue **£599**  
**...for upto 6 people!**

### What's included?

- Experienced & qualified tutor.
- Tutor-lead, structured training.
- Computers if necessary.
- Highest quality courseware.
- Certificate of Attendance.
- 6 month post-course support.
- Lunch and refreshments.

Please register your interest...

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Now click SEND below. This will forward an email to us with this form attached. We will shortly be in touch to arrange your training with you. Feel free to mention anything else in your email. Thanks.

