



Basics	
Next Steps	
Further Skills	

# IT Skills – Mastering Microsoft Publisher

**Course Code: CT055**

This practical course is for those with little or no experience of using Microsoft Publisher, or those who wish to expand their desktop publishing skills. Delegates learn the skills to create a variety of business and promotional documents. There is also the opportunity to discuss specific requirements and find out how Microsoft Publisher might meet them.

## Course at a glance

- Getting to know Publisher
- Using and customising templates
- Working with publication formatting – fonts, styles, colour schemes and layouts
- Effective incorporation of images
- Sending and printing publications
- The range of templates available
- Working with multi-page publications
- Using text tools
- Principles of good publication design
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	1 day	1 day
<b>Cost</b>	£140 + VAT	£1,600 + VAT per day for on-site trainer
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	20	20
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontraining.co.uk](http://www.brandontraining.co.uk)