

# Overview – Microsoft Publisher 2013

(NB: Provisional, may be subject to change)

<b>Course title:</b>	<b>Introduction to Microsoft Publisher - making pamphlets, leaflets &amp; booklets (vs. 2010 &amp; 2013) – for adults</b>
<b>Dates:</b>	Saturday 8 <sup>th</sup> , 15 <sup>th</sup> and 22 <sup>nd</sup> & 29 <sup>th</sup> August
<b>Duration:</b>	2 hours, (Starts 4 pm promptly)
<b>Venue:</b>	Board Room, The Forum
<b>Tutor:</b>	Ms Shem Allanson (Freelance IT Trainer)

<b>Suitability</b>	This course is suitable for beginners to Microsoft Publisher. It is also suitable for those who wish to upgrade from previous versions or those who would like to add to their existing skills. You may bring your own laptop with Publisher installed should you wish.
<b>Pre-requisites</b>	It will help if you are confident using Microsoft Word at a basic level before attending this course.
<b>Aims:</b>	To ensure the trainee understands the principles of using Microsoft Publisher and is able to create a variety of publications from scratch including flyers, pamphlets, leaflets & booklets.
<b>Objectives:</b>	<p>The learner should be able to do the following after completing this training:</p> <ul style="list-style-type: none"><li>• Use the new features of Publisher 2013</li><li>• Appreciate the differences between this version and previous versions</li><li>• Navigate the main screens and views</li><li>• Input and correct text, figures and graphics</li><li>• Make adjustments to page size, margins, orientation, etc</li><li>• Add Text Boxes, Tables, WordArt, Clipart, Pictures and Shapes</li><li>• Create a flyer or poster</li><li>• Create an A4 two column, landscape leaflet</li><li>• Create an A4 three column fold up flyer</li><li>• Create an A4 newsletter</li><li>• Create an A5 multipage booklet</li><li>• Print multipage booklets and understand pagination</li><li>• Achieve a level of confidence which will enable independent working.</li></ul> <p>The tutor may also incorporate individual requests if time permits.</p>