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*Discover  
yourself...*

#### WE SPECIALISE IN

##### NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
  - Administration
  - Sales
  - Record Keeping
  - Frontline Management
- Certificate IV in Business
  - Administration
  - Marketing
  - Human Resources
  - Frontline Management

##### COMPUTER TRAINING

- Microsoft Office
- MYOB

##### PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

*Discover us...*

#### WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989

- Queensland Owned Family Business

## Computer Training Course Outline

# Microsoft Publisher

### TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

### LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

*Training Workshop:* 8 hours

*Customised Training:* 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

### COURSE OBJECTIVE

After completing this course, participants should be able to:

- Operate the keyboard, mouse, and a range of function keys
- Know and use the commands and shortcut menu keys to operate the program efficiently
- Demonstrate a critical approach to the display of documents and variety of formatting methods available
- Perform a variety of desktop publishing procedures to a high standard

### COURSE PRE-REQUISITES

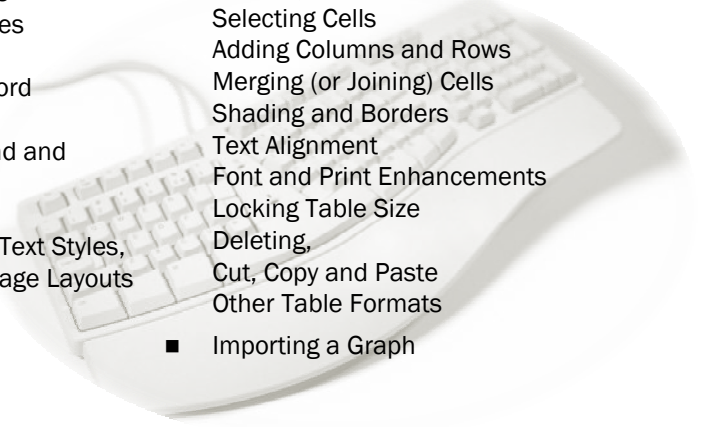
- Basic knowledge of the operating system (such as Windows 98, XP)
- Basic keyboarding skills (minimum 25 words per minute)

#### *E-Learning Pre-Requisites:*

- PC installed with Windows 98 (2<sup>nd</sup> edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

### COURSE OUTLINE

- Working with Publisher
  - Working with frames
  - Saving and Closing Publications
  - Creating a New Publication
  - The Publisher Toolbars
  - Typing Text
  - View
- Formatting a Presentation
  - Print and Font Enhancements
  - WordArt
  - Borders and BorderArt
  - Pictures/Graphics, Wrap, Crop
  - Page Wizards
  - Connecting Combinations
  - Disconnecting Text Frames
  - Text Flow
  - Importing Text From A Word Processing Program,
  - Designing the Background and Foreground
  - Headers and Footers
  - Formatting Paragraphs - Text Styles,
  - Setting Tabs, Selecting Page Layouts
  - Templates
  - Size of Files
- Publication by Wizard
  - Editing a Presentation
  - Moving and Resizing the Textbox
  - Margins
  - Undo
  - Selecting Text
  - Menus
  - Methods of Deletion, Cutting and Pasting Text
- Tables
  - Formatting
  - Moving Around In The Table
  - Resizing the Whole Table
  - Resizing Individual Rows and Columns
  - Selecting Cells
  - Adding Columns and Rows
  - Merging (or Joining) Cells
  - Shading and Borders
  - Text Alignment
  - Font and Print Enhancements
  - Locking Table Size
  - Deleting,
  - Cut, Copy and Paste
  - Other Table Formats
- Importing a Graph
- Using the wizards
  - Publication by design



Learn to suit your lifestyle and work commitments...