

learning  
equals  
development

# EQV Course Outline



■ Microsoft Publisher Advanced

■ 1 Day

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# Microsoft Publisher Advanced (1 Day)

## Business Benefit

This training course aims to give current users of Microsoft Publisher a more in-depth look at the features and facilities available in the application, in a practical, hands-on way.

## Who Should Attend?

- Current basic users of Microsoft Publisher who want to gain further knowledge and experience of Publisher's features and facilities. A basic working knowledge of Microsoft Publisher is assumed.

## Learning Objectives

*By the end of this course you will be able to...*

- Working with Text and Graphic Objects
- Advanced Text Features
- Mail Merge
- Creating Publications
- Advanced Tables
- Page Design
- Printing and E-Mailing
- Creating a Web Site

## Course Content

- Layering Objects
- Using Object Linking and Embedding
- Finding and Replacing Text
- Exporting Text
- Changing Character Spacing
- Changing Character-pair Kerning
- Working with Symbols
- Using WordArt
- Setting up Source Data
- Inserting Placeholders
- Printing a Mail Merge
- Defining Styles
- Changing how Cell Data Looks
- Adding Objects to a Table
- Using the Design Gallery
- Creating a Logo
- Creating a Headline
- Wrapping Text round Frames and Pictures
- Preparing a Publication for Commercial Printing
- Printing on Special Paper
- Establishing Trapping Values
- Embedding Fonts in a Publication
- Sending a Publication by E-Mail
- Introduction to the World Wide Web
- Using the Web Site Wizards
- Creating Web Pages
- Using Animated Graphics
- Adding Sound and Video Clips
- Creating an On-line Form
- Previewing and publishing your Web Site

**You may also be interested in  
Acrobat Intermediate / Advanced**

Dates: **Dates to suit you...**  
**Please contact EQV**

Price: **£POA**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about this course

*"Superb course showed me so many different tools I wish I had attended a year ago"*

*"Trainers examples were so right for our company"*

*"Enjoyable course will definitely recommend"*

