

learning
equals
development

EQV Course Outline



■ Microsoft Publisher Introduction

■ 1 Day

Tel: 0844 888 2732 E-mail: lets-talk@eqv.co.uk www.eqv.co.uk

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

Publisher Introduction

(1 Day)

Business Benefit

Designing your own stationery and corporate layouts is of great benefit to organisations large and small.

Who Should Attend?

Anyone who needs to be able to use Microsoft Publisher to design and create graphical pages for publishing.

Learning Objectives

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

- Explore basic desktop publishing principles and terminology
- Create, save and print documents
- Format documents using tool bars
- Insert tables and pictures

Course Content

- Ribbons & Menus
- Saving, Opening & Closing Files
- Entering & editing Text
- Formatting
- Special Effects
- Copy Formats
- Paragraph Formatting
- Line Spacing
- Bullet Points & Numbered Lists
- Page set ups, Margins & size
- Cut, Copy & Paste
- The Office Clipboard
- Printing
- Headers & Footers
- Document Views
- Spelling
- Tables
- Pictures & Graphics

2011
Jul 04
Aug 02
Sep 02
Oct 04
Nov 02
Nov 30

2012
Jan 13
Feb 28
Mar 21
Apr 03
May 30
Jun 26
Jul 31
Aug 28
Sep 25
Oct 23
Nov 21

You may also be interested in

[Publisher Advanced](#)

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

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

"Good-made very clear-easy to understand"

"Very good-well paced and structured"

