# Introduction to Microsoft Publisher
Training course outline

Microsoft Publisher lets you design unique, professional layouts quickly and easily. You can lay out and style text and graphics to get the professional results you want in print, online or PDF.

Introduction to Microsoft Publisher training provides a thorough grounding in the application, teaching key techniques you need to produce professional-standard documents and marketing materials.
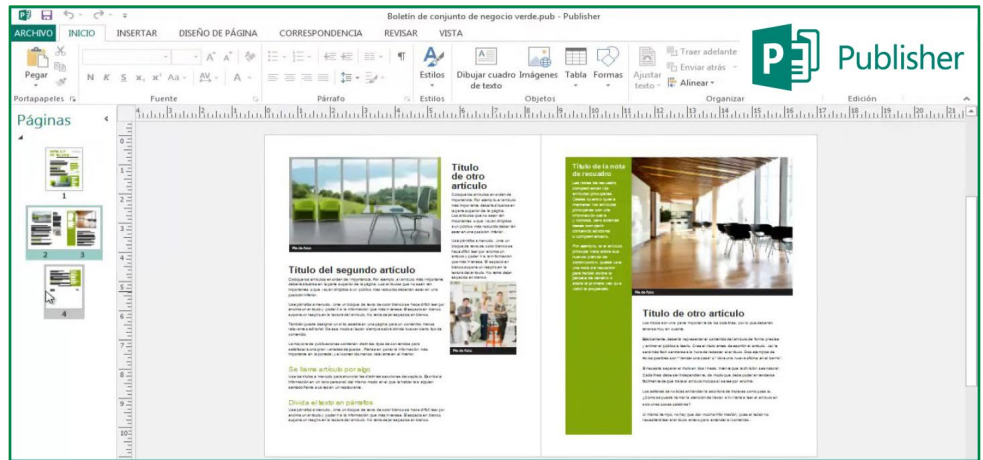
Course summary
Provides a thorough grounding in Microsoft Publisher. Sessions include:

- Text basics.
- Type handling.
- Using tabs effectively.
- Working with images.
- Using colour.
- Print options and preparing for professional print bureau.

Duration
One day.

Who should attend?
Anybody who needs to use Microsoft Publisher in their day-to-day work.

In-class or live online
You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information
Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate
You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery
Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support
Following training, you're entitled to 30 days' email support from your trainer.

Further information
See armada.co.uk/course/publisher.

Course syllabus
See over.

Course syllabus

Topics	Sub-topics
Text basics	Formatting text boxes
	Text box properties
	Text box – multi column setup
Type handling	Placing text
	Character and paragraph styles
	Typography and layouts
	Using Design Checker
Using tabs effectively	The Tab box
	Tab characters including left, right, centre
	Editing tabs
	Moving and deleting tabs
	Adding tab leaders
	Setting precise tab positions

Topics	Sub-topics
Working with images	Importing images
	Image file formats – understanding and best practice for use
	Editing images and image frames
	Wrapping text around images
	Professional image and text wrapping tips
	Controlling text wrap
Print output	Print options
	Preparing for professional print bureau
	Exporting to PDF
	PDF best practice and options
Using colour	Applying colour to stroke and fill
	Changing and matching colour
	Colour theory

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