



Training Course Information

Course Name: An Introduction to Publisher 2010

Course Overview: This course introduces users to Microsoft Publisher 2010. Users will learn the basic knowledge required to competently produce basic documents in this program.

Topics Include:

- Getting Started
- Workspace
- Formatting
- Font Schemes
- Colour Schemes
- Text Boxes
- ClipArt & Images
- Spelling
- Printing

Pre-Requisites: Basic computing competency

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.