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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

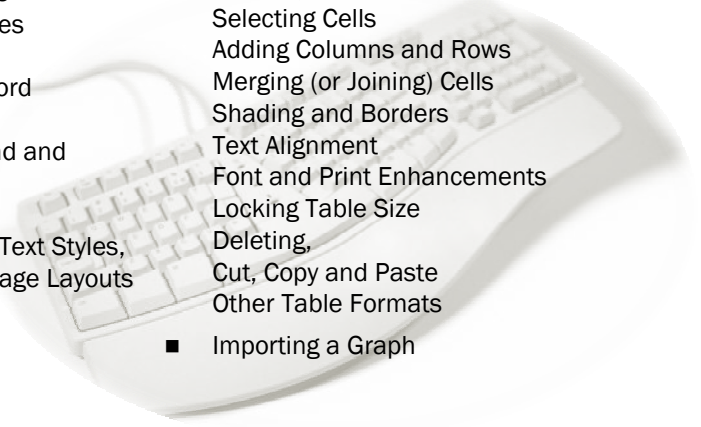
- Basic knowledge of the operating system (such as Windows 98, XP)
- Basic keyboarding skills (minimum 25 words per minute)

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd 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...