

## Intro to Microsoft Publisher

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Microsoft Publisher is desktop publishing program that helps you design full-color publications which contain both text and graphics. We'll create a flyer, certificate, postcard and business card using the many built-in designs that are available in Publisher.

### Course Length

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8 hours

### Course Objectives

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1. Know how to create documents from scratch
2. Know how to create documents using templates
3. Know how to create documents using the wizards
4. Know how to utilize the various text formatting tools
5. Know how to work with graphics and design gallery objects

### Course Lessons

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- Understanding the Publisher toolbars and task menus
- Building a flyer using text, graphics and design gallery objects
- Creating a certificate from scratch
- Creating a postcard using a template
- Designing a business card using a template
- Publications Using Wizards

### Course Materials Supplied

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- 🌐 **Course Booklet**  
Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks.
- 🌐 **Free CD**  
Contains Templates, Backgrounds, ClipArt and Word documents containing links to Free Internet Resources and more.

