



Microsoft Publisher

Microsoft Publisher is an easy-to-use desktop publishing application that includes simple templates to help you create professional-looking documents such as flyers, brochures and newsletters.

It's a useful alternative to the high-end, complex software like Adobe InDesign.

Content includes:

- Overview and Navigation
- Adding and editing text
- Using the pages navigation pane
- Working with layouts
- Adding, moving and deleting pages
- Adding and editing text
- Working with text boxes
- Linking text boxes
- Using building blocks
- Adding and editing shapes
- Adding and editing pictures
- Creating and editing tables
- Design and layout techniques
- Working with master pages
- Mail merge
- Catalogue merge
- Saving and sharing

Select just the content you need, or combine it with content from any other content from our library to create your own unique learning solution.

The smarter way to improve your business.



Design Workshop

Put your PowerPoint, Publisher and Word skills into practice and learn the basics of good design with some simple techniques to give your publications a professional look and feel.

Bring along your own publication to work on, or use one of our templates.

Content includes:

- Basic principles
- Contrast
- Repetition
- Alignment
- Grouping
- Typography
- Working with graphics
- Working with the colour wheel
- The design grid
- The golden ratio

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