

MICROSOFT PUBLISHER

With Microsoft PowerPoint you can design and produce professional publications from simple posters and flyers to complex booklets and newsletters. The concept of frames and page layouts will be used to create a variety of publications.

This introductory course will clearly explain the basics of working with a desktop publishing application.

Do I need any experience?

There are no entry requirements for this course.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.



What will I learn on this course?

This workshop will cover:

- > Work with frames
- > Borders, shading and fill colours
- > Inserting and modifying text content
- > Working with graphics
- > Wrap text around graphics
- > Group, layer and align objects
- > Page and Layout guides

What are the specific details?

Price	£75.00
Duration	Half day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

💻 www.northbrook.ac.uk/BusinessSolutions

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