

Microsoft Publisher

GET A CERTIFIED DIPLOMA



Microsoft Publisher is part of the Microsoft Office suite and is used to produce professional-looking publications. With the layouts and templates in Publisher, you can create brochures, newsletters, invitations, business cards, and more.

Is this the right course for you?

This course is aimed at people who want to create professional publications. This course demonstrates Publisher's features using real-world examples of the different kinds of publications you can create with Publisher, from greeting cards to brochures to newsletters.

Learning outcomes

Upon completion of this course you will know how to:

- Create and saving new publications.
- Insert pages.
- Work with text.
- Create bulleted and numbered lists.
- Insert and delete objects, pictures, and tables.
- Create master pages.
- Create web publications.
- Perform a mail merge.
- Print a publication.

Course Duration & Price

- 1 week of half-day periods.
- The group is limited to a maximum of 6 students.
- 5 sessions: CHF 550
- Chèque Annuel de Formation.

Admission requirement

- Knowledge of Windows 7, 8, 10. Word or PowerPoint base.

Certification

To qualify for your official certificate you must pass the final exam.
Participant will receive a certificate of presence.