

Publisher 2007 Essentials Workshop

In this course, the participants will learn the basic functionality and editing essentials that will allow them to produce high quality publications for both personal and business use. Microsoft Publisher 2007 is a flexible and powerful authoring tool. This course will teach them how to begin, edit, format and produce a publication in Microsoft Publisher 2007.

Once the participants gain a basic understanding of Microsoft Publisher 2007, they will be able to produce a wide variety of documents for publication. This course is a hands-on class that will have them producing documents today.

Workshop Objectives:

- Open and close Publisher
- Work with publications
- Create a publication
- Perform basic editing tasks
- Use the Format Publication task pane
- Perform basic formatting tasks
- Format paragraphs
- Format the page
- Add finishing touches



For more information on this workshop or to reserve your spot, please contact:

Amaztech Training and Development

Tel: 031 262 7863 Fax: 086 643 5973

Cell: 082 772 3566

Email: info@amaztech.co.za

Web: www.amaztech.co.za