
Course Fee: \$229 + GST

Course Duration: 6 hrs (1 day)

Course Objective

This course is designed to introduce the Learner to the features to create brochures, flyers, business cards, and newsletters. The emphasis of this training is on page layout and design. Upon successful completion of this course, the Learner should be able to efficiently :

- The Fundamentals
- Create a Publication
- Work with Text
- Format Your Publication
- Draw and Work with Shapes and Images
- Perform a mail Merge
- Tips and Techniques

Prerequisites

Skills learned in the Microsoft Word Foundation or equivalent knowledge

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.
