



Advanced Publisher 2016

OVERVIEW

For relatively experienced Publisher® users, this course will help you to use advanced features of Microsoft® Publisher to enhance your professional documents. Work with advanced content options, like imported text and embedded objects. Use advanced text options and typography. Use advanced picture tasks, such as inserting pictures into a shape. Use layering, grouping, and other graphics tools. Use templates and guides. Work with Master Pages. Merge data sources to create email or mail merges and labels

LEARNING OUTCOMES

- Work with advanced content options
- Imported text, embedded objects and text options
- Advanced text options and typography
- Advanced picture tasks, such as inserting pictures into a shape
- Layering, grouping, and other graphics tools
- Templates and guides
- Master pages
- Merge data sources to create email or mail merges and labels

COMPULSORY UNITS

NA431 Advanced Publisher 2016

SELECTABLE UNITS

Additional selectable units may apply.

CERTIFICATION

By successfully completing this course you will receive a Statement of Attendance.

AQF CODE	N/A
COURSE CODE	NA12PUBLISH
COURSE TYPE	Short Course

CAREERS

This course is designed to help you gain skills for an existing role, for home use or to validate your Microsoft Office skills to assist in gaining employment.

DELIVERY METHODS

- On-campus – The majority of teaching and assessment is conducted on-campus

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

1 session (3 hours)

DELIVERY SCHEDULE

Our Microsoft Training courses will be running again at Wodonga TAFE in 2019. Please contact us to register your expression of interest and we will keep you updated with course dates and times.

REQUIREMENTS

There are no entry requirements for this course, however it is recommended you have at least, a basic understanding of Microsoft Publisher® and experience in using it.

FEES

Fee For Service \$99.00 (Tuition \$99.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

HOW TO APPLY

Apply via the 'Enrol and pay online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au

WHEN YOU CAN ENROL

Register your interest now to be notified when applications open for 2019!