



Formation MS Office Publisher - Overview in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 725

Goal : Learn the concepts and tools for creating documents/complex compositions (for communications) like pamphlets, newspapers, company reports, advertisements, cards, banners, etc. with MS Publisher.

Audience : Anyone having to create complex documents intended for printing or not.

Prerequisites : Experience in using MS Word styles and masters in MS PowerPoint is a plus to

better understand the the product features.

Goals :

- Introduction
- Possibilities of MS Publisher and differences between different versions
- Presentation of competing software (InDesign, QuarkXPress, ...) and differences with MS Word
- Software limits
- Objectives of the DTP, graphic and working methods
- Color theory reminder, image formats, ICC profiles and typographical rules, EPS, PS and PDF
- Interface and display modes introduction and use of assistants and support
- Document creator and personal information wizard properties
- Layout, design styles creation, themes and color masters (2003 only)
- Defining headers and footers
- Defining sections
- Creating documents templates
- Using benchmarks and cut marks
- Using the position and size control box
- Creating and linking text boxes, text wrapping definition
- Creating tables
- Import or link images, cliparts (modification) use watermark in masters, creating orgcharts
- Using the WordArt tool and the Image toolbar
- Using the drawing toolbar
- Grouping and ungrouping objects, overlays, alignments, etc.
- ...

Pedagogical method : Training with a proposed example.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 275 CHF

Daily price in remote : 132 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1375 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : ms publisher training, publisher training, ms publisher course, MS publisher, dtp, press, master, cmyb, pantone, ms publisher, publisher course.

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