EdIT·C

EDUCATION & INFORMATION TECHNOLOGY CENTRE

Making Training
an enjoyable experience

Office

Microsoft Publisher, is an easy-to-use, flexible layout software for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web.

During this course you will learn to create documents which incorporate graphics and text, understand colour usage and be able to create your own publications for desktop printing, commercial printing, email distribution or viewing on the web.

Microsoft Publisher
Basic Level

Code: ED20A13

Duration: 10 hours

Start Date: Monday 09/03/2020

Audience Profile: This course is for beginners wishing to gain the basic knowledge for using the basic tools of Microsoft Publisher

Prerequisites for Participation: Good Knowledge of Windows

Training Language: Greek or English

Training Materials: Step by Step training materials in the Greek or English Language

Course Objectives: Upon the seminar completion the participants will be able to :
♦ Create a publication
♦ Modify a publication's layout and structure
♦ Edit content in the publication
♦ Format a publication
♦ Format pictures
♦ Identify the options for distributing a publication

Prerequisites: Basic Knowledge of Windows

Certification: None

Delivering training since 1996

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Microsoft Publisher
Basic Level

Venue: EDITC Conference Center,
16 Imvrou Street,
1055 Nicosia

Dates and Times:

Dates	Times
Monday 09/03/2020	08:15-13:15
Friday 13/03/2020	08:15-13:15

Participation Cost
The cost includes notes, certificate and coffee breaks.

	Total Cost	HRDA Subsidy	Net Cost
Participation Cost	€210.00	€0.00	€210.00
For Unemployed	Please contact us		

Microsoft Publisher
Basic Level

Unit 1:

Getting Started With Publisher
Understanding Publisher
Starting Publisher in Windows
Understanding the Start Screen
Creating a New Blank Publication
The Publisher Screen
How Publisher Works
Using the Ribbon
Showing and Collapsing the Ribbon
Understanding the Backstage View
Accessing the Backstage View
Understanding the Status Bar
Exiting Safely From Publisher

Your First Publication
Tips for Planning a Publication
Understanding Different Types of Publications
Adding and Editing Business Information
Creating a Publication From a Template
The Save As Place
The Save As Dialog Box
Saving a New Publication on Your Computer
Inserting Text
Formatting Text
Using Undo and Redo
Saving an Existing Publication
Previewing a Publication
Printing a Publication
Safely Closing a Publication

Working With a Publication
The Open Place
The Open Dialog Box

Opening an Existing Publication
Using the Pages Navigation Pane
Working With Layouts
Zooming and Panning
Inserting Pages
Naming Pages
Moving Pages
Deleting Pages

Working With Text
Creating a Text Box
Modifying a Text Box
Importing Text
Checking Spelling
Selecting Text
Applying Colour to Text
Creating WordArt
Formatting WordArt
Text Effects

Text Techniques
Text Columns
Linking Text Boxes
Drawing Text Boxes Accurately
Text Box Margins
Wrapping Text
Aligning Text
Using Baseline Guides
Paragraph Spacing
Hyphenation
Creating Bulleted Lists
Creating Numbered Lists
Creating Text Styles
Applying a Text Style
Modifying a Text Style

Microsoft Publisher
Basic Level

Unit 2:

Working With Shapes
Drawing and Inserting Shapes
Selecting Shapes
Resizing Shapes
Moving Shapes
Aligning Shapes
Grouping Shapes
Changing Fill
Drawing Lines
Deleting Shapes

Working With Pictures
Inserting Pictures
Inserting Online Pictures
Using the Scratch Area
Swapping Pictures
Picture Formatting and Effects
Cropping Pictures
Inserting a Caption

Working With Tables
Inserting Tables
Entering Text in a Table
Adjusting Rows and Columns
Applying Table Styles
Using Fills and Tints
Using Sample Fill Colour

Design and Layout
Page Orientation
Understanding Page Sizes
Creating Envelopes
Creating Labels
Creating Folded Cards
Changing Margin Guides

Creating Grid Guides
Creating Ruler Guides
Using Guides
Using Colour Schemes
Using Font Schemes
Creating a Fill Background
Creating an Image Background

Master Pages
Understanding Master Pages
Using a Master Page
Inserting Headers
Inserting Footers

Saving and Sharing
Sending a Publication as an Email
Changing the File Type
Saving for Photo Printing
Saving for a Commercial Printer
Saving for Another Computer

Registration Form

Seminar Code: ED20A13   **Start Date: 09/03/2020**

A. Organization's details (if applicable)

Company/Organization:		Size:	☐Small	☐Medium	☐Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating in the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

☐ They will participate to the seminar more than one participants *(In this case please fill in the second page as well)*

C. Participation Cost

PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)

Please invoice ☐The participant   ☐The company   Credit Customer Number (if applicable):

☐   Participation Cost: € 210

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

Account Name: EDITC LTD   **Account Number**: 115-01-068696-01
IBAN:CY19 0050 0115 0001 1501 0686 9601   **SWIFT/BIC**:HEBACY2N

D. Terms and conditions for participation on EDITC seminars

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participant (s) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (3)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (4)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (5)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):