



# Microsoft Publisher

Skill Level: Basic

Microsoft Publisher helps you create, personalize and share a wide range of publications and marketing materials in-house. This program will guide you through the process of creating and distributing in print, Web and e-mail so you can build your brand and track your marketing campaigns.

In this class we cover the basics of the Publisher program. We begin by creating simple projects and move through more advanced publications. We cover customizing your own color palettes and using your current business logo or the options for building a new one. Publisher has an unending supply of templates to help even the most novice of computer user. You can create your own professional quality marketing materials for a mere fraction of the cost of hiring a graphic designer or marketing firm.

A working knowledge of Microsoft Word or our Word classes are highly recommended.

## **Some of the things you will learn in this class:**

- How to create Publications (including Calendars, Flyers, Newsletters, etc.)
- Open, close, save, navigate and edit publications
- Formatting - text type/size, bold, use colors, tabs, etc.
- Using templates
- Selecting and customizing color schemes
- Saving Publications for Print, Web and Email
- Printing Correctly
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email [info@tctrainme.com](mailto:info@tctrainme.com).