

Produce Business Documents Using Microsoft Publisher 2000

General Description	This course aims to increase your productivity by providing the skills and knowledge to produce effective business documents using Publisher 2000.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• gain an overview of desktop publishing theory• start Publisher, navigate around the Catalog and the main screen and exit• create a quick publication by wizard• change the view and work with frames• create and work with text frames• import, layout and format text• layout and format text and pictures• create and format tables• use tabs, bullets and numbers to enhance the presentation of text• apply headers and footers to your publications• create pictures using the drawing tools and the Design Gallery• create a logo using WordArt• create a data source and perform a mail merge.
Target Audience	This course is intended for people who wish to complete the requirements for the unit BSBCM306A - Produce Business Documents..
Prerequisites	This course is designed for participants with little or no knowledge of the software.
Pages	13 chapters, 240 pages, and 33,032 words!
Approx* Duration	94 exercises. Anticipated duration* of 15.7 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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