

Produce Desktop Published Documents (BSBITU309A)

Who is this course for?

This course is designed for users who have some experience with MS Word and an understanding of basic MS Office features like Copy, Cut and Paste. It is not necessary to have any previous knowledge of Publisher. The morning of this course is devoted to learning the theory, features and concepts of Publisher and issues of professional quality design. The afternoon is spent consolidating knowledge and building skills by creating various types of publication.

It is mapped to the national competency standard BSBITU309A, Produce Desktop Published Documents, and enables students to complete the assessment tasks* for a Certificate III in this competency.

Duration:	1 day
Time:	9:00 am to 4:00 pm
Cost:	\$228.00
Class size:	Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention
Includes:	Course manual, morning and afternoon tea
Certificate:	A Certificate of Attendance is provided on completion



What will you learn in this course?

- the uses of Publisher
- setting up your preferences
- creating basic shapes in a blank publication
- adding and formatting text and text boxes
- master pages
- inserting pictures
- inserting text from MS Word
- inserting tables
- inserting spreadsheets and charts
- using layout guides
- adding backgrounds and design objects
- using the scratch area
- aligning objects accurately

Charge for assessment for BSBITU309A: \$50.00

To register, please complete a Course Registration Form.

Available from:

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