



Microsoft PowerPoint and Publisher 2010

Microsoft PowerPoint 2010 training is key when it comes to using this essential tool to lend a degree of clarity to presentations.

This course covers the essentials of creating MS PowerPoint 2010 presentations. It enables you to create professional presentations which consist of a number of individual pages or slides.

In the course you will cover:

- Creating a presentation and identifying screen elements
- Modifying color schemes and masters
- Applying design templates
- Adding graphics, WordArt and objects
- Building and Running a slide show

In order to take full advantage of MS Publisher, it's important that you receive the best Microsoft Publisher training available.

Microsoft Publisher offers a simple way to create the layout for pages at a professional level.

It allows you to create a wide range of publications and marketing materials such as newsletters, brochures, flyers and catalogs.

The course content includes:

- Laying out and designing a new publication
- Working with text and objects
- Using special text tools such as WordArt effects and tables



Participants receive a certificate of completion.

Start Date	Hours	Time	Weeks	Days	Fee
July 24, 2012	10	10:00 am—3:00 pm	1	Tuesday & Wednesday	\$100
Pre-requisites		Information		Registration	
Knowledge of Windows		Call 416-658-3101 x216 Email techskills@skillsforchange.org		In person at 791 St. Clair Avenue West Online at skillsforchange.org/techskills	

We've helped thousands meet their employment goals!

791 St. Clair Avenue West, Toronto, Ontario
416.658.3101 ext. 216 or 0
skillsforchange.org/techskills techskills@skillsforchange.org