

Microsoft Publisher 2019 Compact (PUB19K)

ID PUB19K **Price** 1,490.— €(excl. tax) **Duration** 2 days

Course Overview

We've all been there before, staring at a computer screen with no idea what to do -- don't worry Using Publisher 2019 is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Using Publisher 2019 is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos.

Updated to cover Microsoft Publisher 2019, this guide will show you how to:

- Start Publisher and find your way around the ribbon menu
- Lay out and design your page
- Use page parts, text boxes, borders and accents
- Use pre-designed templates, and build your own
- Format text: bold, italic, underlined, strike, and super/subscript
- Align, highlight and change text colour
- Cut, copy, paste and using the clipboard
- Use headers and footers
- Insert SmartArt and clipart
- Add charts, tables, equations and special characters
- Add photos, crop, wrap text and use effects
- Print your publications
- Check spelling and grammar

About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

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