

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.

Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center



Worldwide Presence
with high-end training centers
around the globe



Multiple Awards
from vendors such as AWS,
Microsoft, Cisco, Google, NetApp,
VMware



Experienced SMEs
with over 19.000 combined
certifications

Germany

Fast Lane Institute for Knowledge
Transfer GmbH

Tel. +49 40 25334610

info@flane.de / www.flane.de

Austria

ITLS GmbH

(Partner of Fast Lane)

Tel. +43 1 6000 8800

info@itls.at / www.itls.at

Switzerland

Fast Lane Institute for Knowledge
Transfer (Switzerland) AG

Tel. +41 44 8325080

info@flane.ch / www.flane.ch