

Microsoft PowerPoint & Publisher Essentials 2003



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Microsoft PowerPoint is a presentation program which is part of the Microsoft Office suite. 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

Microsoft Publisher 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

Pre-requisites

Windows experience

Certificate offered

Participants receive a certificate of completion

Registration

Register in person or online at www.skillsforchange.org/techskills/register

More information

Please call 416-658-3101 ext. 216 or 218

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Feb. 20							✓	✓	
Time	Weeks		Hours		Fee				
10 am–3 pm	1		5		\$50				

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills