



How to design

Eye-Catching Brochures, Newsletters, Ads, Reports

Good design doesn't just happen. It takes special skills to assemble the headlines, text and graphics of a printed page to catch a reader's eye and elicit the response you want. Once you learn the basic design skills, you can apply them every time you need to communicate ideas on paper swiftly, clearly and effectively. Ads, newsletters, press releases, even number-heavy reports and proposals - all of them will benefit from the design guidelines and techniques you'll gain from this Microsoft publisher 2007 workshop.

On 16th February 2012

Microsoft Publisher 2007 Introduction

Course Outline:

- Creating a Basic Publication
- Modifying a Publication's Layout and Structure
- Editing Content in a Publication
- Formatting a Publication
- Formatting Pictures in a Publication
- Preparing a Publication for Distribution

Investment : Rs. 5000.00

On 1st March 2012

Microsoft Publisher 2007 Advanced

Course Outline:

- Working with Backgrounds & Color Schemes
- Advanced Graphics Techniques
- Working with tables
- Using the Mail Merge Feature
- Creating a Web Site
- Course Recap

Investment : Rs. 5000.00



**Registration
before 9th February 2012**

For further information please contact:

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*for participants who register
for both workshops*