



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 08th June 2010

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 15th June 2010

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 1st June 2010**

For further information please contact:

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10% OFF

*for CHA member organizations
& for participants who register
for both workshops*

Upcoming CHA Trainings

Presentation with PowerPoint —13th & 14th May

Advance training Workshop on Microsoft PowerPoint

This workshop will provide knowledge on advanced tools for existing users to design and produce presentations that look professional and enhance their delivery by fully engaging the audience with simple, effective images animations and effects.

Conflict Sensitivity -18th & 19th May

Participants will understand the concept and evolution of conflict sensitivity, as well as its relevance and benefits for effective assistance in complex (conflict) situations.

Save Time Talent & Money by Making words work 10th June

A workshop on effective writing skills

This workshop will help participants to learn the essentials within the English language, needed for different types of business communication and improve the competence and confidence of individuals

For details & registration

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How to design Eye catching Brochures, Newsletters, Ads and Reports—8th & 15th June

Microsoft Publisher 2007- Introduction / Advance workshops

Participants will benefit from the design guideline and techniques you'll gain from this workshop