**Our Microsoft Publisher course is 8 hours in length and covers the following topics:**

* **Creating a Letterhead**
* Examining Options in the Publication Gallery
* Using a Letterhead Template
* Zooming Into and Out of a Publication
* Applying a Fill Color to a Text Box
* Reformatting Text in a Text Box
* Resizing and Moving a Text Box
* Printing a Publication
* **Creating a Flyer**
* Using a Quick Publication Template
* Inserting a Text Box into a Publication
* Adding a Border to a Text Box
* Resetting Margins Within a Text Box
* Inserting a Picture into a Publication
* Grouping Objects in a Publication
* **Creating a Newsletter**
* Examining Options in the Design Gallery
* Inserting a Masthead into a Publication
* Setting Up Columns in a Publication
* Importing a Text File into a Text Box
* Inserting an Attention Getter into a Publication
* Adding a New Page to a Publication
* **Creating a Web Site**
* Using a Web Site Template
* Creating a Hyperlink
* Changing the Background of Web Pages
* Previewing Web Pages
* Publishing a Web Site

**This course is scheduled on the following days:**

October 7

October 21

November 4

November 18

December 2

December 16