

Document Publication (Level 3D)



In this course, students will learn about Microsoft Publisher. Microsoft Publisher is a handy software that can help its users to create documents with only a few clicks; therefore, students will mainly learn about how to create general

can-be-published documents – Calendar, business card, birthday cards, Christmas cards, and a whole lot of other Publications. After taking this course, students will be able to create their own formats of documents with the help of Microsoft Publisher's database, which contains over a hundred sample outlines of can-be-published documents. Although this might seem easy, it is the foundation and an essential course for the next level – Website Publication.