



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

- Work with colour and the swatches palette
- Understand Pantone, spot and process colours

Who should attend?

Anyone who has never used InDesign before (or any other DTP package) and who prefers to learn at a normal pace. This course is especially useful if you are producing newsletters or similar publications.

Requirements

Delegates must be confident in using Windows and a mouse.

Aim

By the end of the course, you will be confident in using the essential features of InDesign to create a publication. For example, a newsletter.

What will I learn?

In particular you will be able to:

- Understand the toolbox, page attributes, setting up preferences and an introduction to the interface
- Understand how to create and work with text frames
- Linking and unlinking text frames
- Understand Typographic Terms
- Modify and create style sheets to speed up formatting
- Import style sheets
- Import and work with graphics
- Create master pages to standardise pages



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com