BTEC Level 1 ITQ - Unit 123 - Desktop Publishing Software Using Microsoft Publisher 2010

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This training guide has been written specifically for the BTEC ITQ (IT Users) level 1 unit Desktop Publishing Software, which requires you to use desktop publishing software to combine and manipulate text, images and graphics in publications that will be suitable for screen or print. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Publisher using a simple, user friendly, step-by-step approach. This unit requires you to demonstrate the skills and knowledge needed to use a range of basic publishing tools to produce straightforward or routine publications. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes. Data files to accompany this title are available to download from our website, which allow you to practise the many different software features covered.

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