

**Certification Courses**

# Publisher 2013 Advanced

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2985**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

The "Publisher 2013 Advanced" course offered by Magna Skills is designed for individuals who want to elevate their proficiency in Microsoft Publisher 2013. This comprehensive course equips participants with the advanced skills and techniques needed to create professional publications with ease and precision. Whether you're a graphic designer, marketing professional, or office administrator, this course will empower you to harness the full potential of Publisher 2013 for producing visually stunning and effective publications.

## Course Outcomes

1. **Create Intricate Publications:** Develop visually appealing and sophisticated publications using advanced design techniques while adhering to industry standards.
2. **Efficiently Manage Content:** Master content manipulation techniques to streamline your workflow, making you a more efficient Publisher user.
3. **Customize Templates:** Customize templates and layouts to meet the specific branding and design requirements of your organization, incorporating Magna Skills' principles of aesthetics.
- 4.

**Utilize Advanced Features:** Leverage advanced Publisher features for precise control over every element of your publication, aligning with Magna Skills' commitment to excellence.

5. **Integrate External Data:** Seamlessly integrate data from external sources into your publications for dynamic content, promoting data-driven decision-making in alignment with Magna Skills' data proficiency standards.
6. **Prepare for Professional Distribution:** Prepare publications for professional printing and digital distribution, ensuring your work meets the highest quality standards upheld by Magna Skills.
7. **Troubleshoot and Optimize:** Diagnose and troubleshoot common Publisher issues and optimize your workflow, reflecting the Magna Skills commitment to continuous improvement.

## Course Outline / Curriculum

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### Mastering Advanced Design Techniques

- Module 1: Publisher Basics Review
  - Refresh on Publisher's interface and basic tools.
- Module 2: Advanced Layout and Design
  - Develop advanced layouts.
- Module 3: Advanced Image Handling
  - Manipulate images with precision.
- Module 4: Customizing Color Schemes and Themes
  - Create and modify color schemes and themes.

### Advanced Publication Management and Output

- Module 5: Managing Content Efficiently
  - Master content management.
- Module 6: Advanced Features and Objects
  - Utilize advanced features.
- Module 7: Data Integration
  - Incorporate external data sources.
- Module 8: Preparing for Distribution
  - Finalize publications for professional printing and digital distribution.
- Module 9: Troubleshooting and Tips
  - Identify and resolve common issues while optimizing your workflow.

## Target Audience

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda Kampala, Uganda Nairobi

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning Remote Teams Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite Custom Dates Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training

support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Publisher 2013 Advanced
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue /Date</b>	
<b>Estimated Number ofDelegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

Signature / Stamp

Date

Prepared by Magna Skills Development Institute | Training Coordinator: Denis Wunganayi

Register: <https://www.magnaskills.com/applyadd?c=2985> | Course Page: <https://www.magnaskills.com/course/2985> | WhatsApp: +27 63 007 9022

This document is intended to support course review, sponsorship approval, delegate nomination and organisational training planning.