MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

Publisher 2013 Advanced

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2985	**Online / Face-to-Face**	**Flexible**	**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

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
- Flexible

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.

Organisation / Department	
Delegate Name(s)	
Approved Course	Publisher 2013 Advanced
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____