



QuarkXpress – Introduction

Introduction:

In this course, students use QuarkXPress to lay out professional quality single and multiple-page documents that include text and graphics, and are designed for professional printing and publication.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Item position
- Use Multi-page layouts
- Use Master pages
- Understand Paragraph formatting
- Create and use Tables
- Apply Graphics
- Use Layers
- Output documents
- Applying preferences

Course Content:

- Getting started
- Structuring multi-page layouts
- Typesetting
- Working with tables
- Modifying items
- Finalizing documents
- Preferences

Target Audience:

This course is intended for people who wish to gain a basic understanding of QuarkXpress.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.



Computer Training Options

QuarkXpress – Introduction

Getting started

The QuarkXPress environment
Basic documents
Item position

Structuring multi-page layouts

Multi-page layouts
Master pages

Typesetting

Text box linking
Paragraph formatting
Style sheets

Working with tables

Tables
Table structure
Table formatting

Modifying items

Text boxes
Graphics
Grouped items
Layers

Finalizing documents

Outputting documents
Commercial printing preparation

Preferences

Application preferences
Project and Print Layout preferences

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au