Print and Electronic Publishing

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| 408 Microsoft Word Introduction | 4 hours, 6 June, 4 pm – 8 pm, $250  Introduces students to the basics of Microsoft Word 365, including the creation of business documents, resumes, reports and general printed materials. |
| 410 Microsoft Word Advanced | 4 hours, 9 June, 1 pm – 5 pm, $300  Introduces students to the advanced features of Microsoft Word 365, including mail-merging documents, book publishing and web applications. |
| 412 Adobe InDesign Introduction | 4 hours, 8 June, 2 pm – 6 pm, $250  Introduces students to the basics of Adobe InDesign, including laying out pages, formatting text, combining graphics and professional publishing techniques. |
| 414 Adobe InDesign Advanced | 4 hours, 10 June, 12 pm – 4 pm, $300  Introduces the advanced features of Adobe InDesign, including book publications, style sheets and page templates, and creating interactive products |

Web Page Applications

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| 604 Adobe DreamWeaver Level 1 | 4 hours, 13 June, 4 pm – 8 pm, $250  Introduces students to the basics of Adobe DreamWeaver, including the creation of simple web pages, managing page assets and uploading pages to a remote server. |
| 606 Adobe DreamWeaver Level 2 | 4 hours, 16 June, 1 pm – 5 pm, $300  Introduces students to the advanced features of Adobe DreamWeaver, including use of CSS styles and templates, e-commerce applications and combining multi-media |
| 608 Adobe Animate Introduction | 4 hours, 15 June, 2 pm – 6 pm, $250  Introduces students to the basics of Adobe Animate, including creating simple animations, different types of animations and exporting animations for inclusion on web pages. |
| 610 Adobe Animate Advanced | 4 hours, 17 June, 12 pm – 4 pm, $300  Introduces the advanced features of Adobe Animate, including the use of behaviours, photo editing, sounds and action scripting. |