From the Desktop

Mark Your Calendar

Workshop:

Desktop Publishing Using Microsoft Word 2003

This workshop will help you learn how your students can meet today's demand for desktop publishing skills on the job using Microsoft Word 2003

Presenter:
Nancy Stanko
College of DuPage

When:
April 8, 2005
1-4 p.m.

Where:
Okemos Community College
Room 3067
2040 Mount Hope Road
Okemos, MI 47851

Cost:
$50-includes materials and disk.
To reserve your place, call:
(800) 555-6018

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Two Ways To Learn…

Training Techniques

Two types of training are available for those just beginning in desktop publishing.

The first type is a content-based program. This program is based on a typical college program and the information is presented in a classroom situation. Classroom time is usually divided between the presentation of concepts or theory and directed hands-on training. Instructional books and videos are frequently utilized.

Skill-based training is another type of training. This training is useful to businesses because skill-based produces capable people quickly. Productive skills are put to use on the type of job the person will be expected to fulfill.

Both types of training can produce workers with equal productivity and confidence. The best equipment is wasted if people are not trained to use it efficiently. Good training, regardless of which type, is essential to desktop publishing.

Desktop Resources…

Knowledge is Power

How can one have the up-to-date knowledge needed to keep on the cutting edge of desktop publishing? One way to gain desktop publishing knowledge is to read, read, read! Read some of the periodicals, newsletters, and books now available that address all aspects of desktop publishing.

Two basic types of periodicals are available. The first type is based on technological development and communication arts. Periodicals contain useful information about current and new products. The second type contains knowledge of technique, style, applications.