**Print and Electronic Publishing**

**408** **Microsoft Word Introduction** 4 hours, 6 June, 4 pm – 8 pm, $250

Introduces students to the basics of Microsoft Word 2021, 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 2021, 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 2024, 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 2024, including book publications, style sheets and page templates, and creating interactive products.

**Web Page Applications**

**604** **Adobe DreamWeaver Level 1** 4 hours, 13 June, 4 pm – 8 pm, $250

Introduces students to the basics of DreamWeaver 21, 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 DreamWeaver 21, 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 2024, 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 2024, including the use of behaviours, photo editing, sounds and action scripting.