



Diploma in:
Desktop Publishing

Program Overview

Employers place a high value on digital skills in today's competitive environment, as the workplace becomes increasingly digital. Workers who are certified in their ability to use devices and tools confidently and productively can set themselves apart.

This Diploma in Desktop Publishing Course was created to help employees and other professionals improve their digital skills so that they can stay relevant in their jobs and evolve as the workplace does.

Program Features

- 6 months of instructor-led practical based learning
- 5 modules of an interactive learning experience
- Off-class mentorship.

Delivery Mode

- 80% practical, 10% lecture and 10% project-based.

Prerequisite

- This course takes everyone into account, hence, there is no prerequisite for this course.

Criteria for Certification

- Complete at least 90% of in-person training
- Earn a score of at least 80% in course-end assessment (CBT)

Duration

- Basic Course (2-Months)
- Standard Course (4-Months)
- Advanced Course (6-Months)

Computer Essentials

On completion of this module the candidate will be able to:

- Understand key concepts relating to ICT, computers, devices, and software.
- Work effectively on the computer desktop using icons, windows
- Know about the main concepts of file management and be able to efficiently organize files and folders
- Understand key storage concepts and use utility software to compress and extract large files
- Understand network concepts and connection options and be able to connect to a network
- Understand the importance of protecting data and devices from malware, and the importance of backing up data
- Recognise considerations relating to green IT, accessibility, and user health

Course Curriculum

- **Computers and devices**
 - ICT
 - Hardware
 - Software and licensing
 - Start up, shut down
- **Desktop, icons, settings**
 - Desktops and icons
 - Using windows
 - Tools and settings

- **Outputs**
 - Working with text
 - Printing
- **File management**
 - Introducing files and folders
 - Organising files and folders
 - Storage and compression
- **Networks**
 - Network concepts
 - Network access
- **Security and wellbeing**
 - Protecting data and devices
 - Malware
 - Health and green IT

Word Processing

Participants will learn how to;

- Apply advanced text, paragraph, column, and table formatting.
- Work with referencing features like footnotes, endnotes, and captions.
- Enhance productivity by using fields, forms, and templates.
- Apply advanced mail merge techniques and work with automation features like macros.
- Use linking and embedding features to integrate data.
- Collaborate on and review documents locally or online. Apply document security features.
- Work with watermarks, sections, headers, and footers in a document.

Course Curriculum

- **Using the Application**
 - Working with Documents
 - Enhancing productivity
 - Document creation
- **Formatting**
 - Text, paragraphs, styles, columns, and Tables
- **Objects**
 - Table creation and formatting
 - Graphical Objects
- **Referencing**
 - Captions, footnotes and endnotes
 - Citations and bibliography
 - Reference tables and indexes
 - Bookmarks and cross-references
- **Enhancing productivity**
 - Using fields
 - Forms, templates
 - Mail merge
 - Linking, embedding
 - Output
- **Preparing Output**
 - Sections
 - Document setup
 - Spelling, Thesarus
 - Setup and Print

Click to register for the [Basic Course](#)
(Computer Essentials & Word Processing)

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Standard Course

Presentation

Participants will learn how to;

- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation.
- Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show.

Course Curriculum

- **Using the application**
 - Working with presentations
 - Enhancing productivity
- **Developing a presentation**
 - Presentation views
 - Slides
 - Master slide and templates
- **Text**
 - Handling text
 - Formatting
 - Tables

- **Charts**
 - Using charts
 - Organisation charts
- **Graphical objects**
 - Insert, manipulate
 - Drawing
 - Formatting drawn objects, pictures and images
- **Multimedia**
 - Audio, video
 - Animation
 - Spelling, thesaurus
- **Managing Presentations**
 - Custom shows
 - Slide show setting
 - Slide show delivery
- **Enhancing Productivity**
 - Linking, embedding
 - Importing, exporting, securing

Click to register for the [Standard Course](#)
(Computer Essentials, Word Processing & Presentations)

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Advanced Course

Spreadsheet

Participants will learn how to:

- Apply advanced formatting; conditional formatting and customised number formatting.
- Use functions; logical, statistical, financial and mathematical operations.
- Work with tables and lists to analyse, filter and sort data.
- Enhance productivity by working with named cell ranges and macros.
- Use linking, embedding and importing features to integrate data.
- Compare and merge spreadsheets.
- Apply spreadsheet security features.

Course Curriculum

- **Formatting**
 - Cells
 - Insert, select, edit, sort, copy, move and delete
 - Worksheets
 - Number/dates
 - Content
 - Alignment, border, border effect
- **Managing worksheets**
 - Rows and columns
 - Worksheet
- **Formulas and functions**
 - Using formulas and functions

- **Charts**
 - Creating charts
 - Formatting charts
- **Analysis**
 - Using tables
 - Sorting and filtering
 - Scenarios
- **Enhancing productivity**
 - Naming cells
 - Paste special
 - Linking, embedding and importing
 - Automation

Online Essentials

Participants will learn how to:

- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Send, receive e-mails and manage email settings.
- Organise and search emails and use calendars.

Course Curriculum

- **Web browsing concepts**
 - Key concepts
 - Security and safety

- **Web browsing**
 - Using the web browser
 - Tools and settings
 - Bookmarks
 - Web outputs
- **Web-based information**
 - Search
 - Critical evaluation
 - Copyright, data protection
- **Communication concepts**
 - Online communities
 - Communication tools
 - E-mail concepts
- **Using e-mail**
 - Sending and receiving e-mail
 - Tools and settings
 - Organising emails
 - Using calendars

Click to register for the [Advanced Course](#)
(Computer Essentials, Word Processing, Presentation,
Spreadsheets & Online Essentials)

Register Now



About Us

TERRASKILLS LEARNING SYSTEMS LIMITED is an innovative tech company that specializes in Skills Development, Lifelong Learning Systems, ICT and Digital Economy, Training, Research and Consulting. We have been in operations since 2004 and have trained over 4,000 individuals, entrepreneurs and professionals in both public and private sectors of the Nigerian Economy.

In our pursuit for excellence and empowering our learners, we conducted 10-years of Tracers Study research to check the impact of our Trainings on our successful learners and we discovered that over 85% are gainfully employed and we received favourable commendations from their employers and colleagues.



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What we do:

- ▶ **Training**
- ▶ **Co-working Space**
- ▶ **Recruitment Solutions**
- ▶ **Research & Consulting**

Training Categories

Graduate Employability
Skills (GES)

Digital Literacy Skills (DLS)

Digital Innovation &
Transformation

Workplace Innovation &
Skills Enhancement for
Productivity (WISE-P)

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Training and Development
Program (TETDP)

Big Data Analytics

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Advancement Program
(T-CAP)

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 Terraskills  TerraskillsNG  www.terraskills.com

Office Address: No 14, Sunyani Street Wuse Zone 1, Abuja.