

## MICROSOFT PUBLISHER 2010 ADVANCED

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Microsoft  
Publisher 2010  
Advanced



**COURSE LENGTH: 1.0 DAYS**

Learning the advanced functions in Publisher 2010 will give you an advantage when designing and publishing your next newsletter, flyer, proposal or training manual.

The PD Training Microsoft Publisher 2010 Advanced Training Course provides skill building in mail merge, using interactive forms, customisation, typography and much more. The training course is designed to help you develop expertise at the advanced level and take your publications to a whole new level.

This engaging training course is available now across New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a group quote.

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## MICROSOFT PUBLISHER 2010 ADVANCED COURSE OUTLINE

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### FOREWORD

This Publisher 2010 Advanced training course running in Auckland, Wellington, Christchurch and New Zealand wide, builds on the skills and concepts taught in Publisher 2010: Introduction. Participants will learn how to control colours and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks.

They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, participants will learn to customise the Ribbon and Quick Access toolbar.

### Prerequisites:

Publisher 2010: Introduction or equivalent experience.

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### OUTCOMES

- Create a brochure
- Create a business information set
- Change the colour scheme
- Create tint swatches
- Create gradients
- Add elements to the Building Block Library
- Insert building blocks
- Link and replace pictures
- Work with styles
- Change font schemes
- Insert & create a type mask with WordArt
- Snap text to baseline guides
- Insert symbols & special characters
- Create sections in a publication
- Add bookmarks
- Specify a recipient list
- Customise a form letter
- Merge recipient list data with a form letter
- Create and use a form letter
- Sort & filter records
- Insert catalogue pages
- Format catalogue merge fields
- Send form data via e-mail
- Create hyperlinks
- Insert a navigation bar
- Publish a Web site
- Create a Ribbon tab

- Reset the Ribbon
  - Add buttons to the Quick Access toolbar
  - Customise the Quick Access toolbar
  - Reset the Quick Access toolbar
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## MODULES

### Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

### Lesson 2: Basic design options

- Publication setup
- Custom colours
- Building blocks
- The Graphics Manager pane

### Lesson 3: Typography

- Styles and font schemes
- Graphics in typography
- Precise spacing control
- Symbols and special characters

### Lesson 4: Long publications

- Sections
- Bookmarks

### Lesson 5: Mail merge and catalogue merge

- Form letters
- Data sources for the recipient list
- Catalogue merge

### Lesson 6: Interactive forms

- Editing Web forms
- Modifying form properties

### Lesson 7: Web site publishing

- Adding elements to a Web site
- Finalising and publishing a site

### Lesson 8: Customising Publisher

- Customising the Ribbon
  - Customising the Quick Access toolbar
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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)