MICROSOFT PUBLISHER 2010 INTRODUCTION

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Microsoft Publisher 2010 makes it easier than ever to create custom, professional quality publications, newsletters, marketing materials and more. Use Publisher to create and edit publications, arrange text and pictures and so much more.

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

MICROSOFT PUBLISHER 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Publisher 2010 Introduction training course running in Auckland, Wellington, Christchurch and New Zealand wide, teaches the core features and functions of Publisher 2010. Participants will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables.

They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

OUTCOMES

- Identify & use interface components
- Add a command to the Quick Access toolbar
- View and edit publication properties
- Navigate pages
- Use the mouse to select text
- Use help
- Create a new publication
- Create and insert text in a publication
- Insert pictures
- Define custom colours
- Position, align and distribute objects
- Edit the default master page
- Create and apply master pages
- Add continuation notices
- Set tab stops and leaders
- Create indents and bulleted lists
- Adjust vertical spacing
- Create a drop cap
- Create a table
- Import & modify an Excel document
- Modify table cells & apply formats
- Shade table cells
- Format cell borders
- Position text within a text box
- Control text wrap
- Adjust picture brightness
- Apply styles & recolour pictures
- Group & stack objects
- Print a publication
- Save a publication as PDF
- Check design and spelling for errors

- Prepare a publication for commercial printing

MODULES

Lesson 1: Introduction
- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Getting started
- The Publisher interface
- Navigation and selection techniques
- Publisher Help

Lesson 3: Basic publication
- Publication basics
- Object positioning

Lesson 4: Multi-page publications
- Multi-page layouts
- Master pages

Lesson 5: Working with text
- Text box linking
- Paragraph formatting

Lesson 6: Tables
- Table basics
- Table structure
- Table formatting

Lesson 7: Layout and design techniques
- Text boxes
- Graphics adjustments
- Stacking and grouping objects

Lesson 8: Finalising publications
- Publication output
- Print preparation

WEB LINKS

- View this course online
- In-house Training Instant Quote