



# Microsoft Publisher 2010



# Topics Covered:

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## **Publisher 2010 Orientation**

Overview of Publisher  
Starting Publisher  
Understanding the Backstage View Options  
Using the New Pane in Backstage View  
Closing and Reopening the New Pane  
The Publisher 2010 Screen  
Exiting From Publisher

## **Publisher Essentials**

Creating a Business Information Set  
Understanding Publications Category  
Creating a Publication  
Saving a Publication  
Using Print Preview  
Printing a Publication  
Closing a Publication  
Opening an Existing Publication  
Navigating Between Pages

## **Objects & Frames**

Tips for Planning a Publication  
Building Blocks of Publications  
Creating a Calendar  
Deleting Objects & Frames  
Resizing Objects & Frames  
Moving Objects & Frames  
Nudging Objects & Frames  
Grouping Objects & Frames  
Layering Objects & Frames  
Inserting a Picture Frame  
Aligning Frames & Objects  
Fill Effects in Frames

## **Text**

Creating a Text Box  
Formatting Text  
Applying Colour to Text  
Text Alignment in a Text Box  
Importing Text  
Wrapping Text  
Checking Spelling

## **Text Techniques**

Text Columns  
Using Baseline Guides  
Paragraph Spacing  
Linking Text Boxes  
Drawing Text Boxes Accurately  
Text Box Margins  
Hyphenation

## **Text Styles**

Creating Text Styles  
Applying Text Styles  
Modifying a Style  
Creating a Style by Example  
Changing a Style by Example

## **Tabs & Lists**

Understanding Tabs & Lists  
Creating Tabs  
Creating Leader Tabs  
Creating Bulleted Lists  
Creating Numbered Lists

## **Tables**

Creating a Table  
Entering Text in a Table  
Changing Font Size in Tables  
Changing Row Heights  
Changing Column Widths  
Applying Borders to a Table  
Applying Shading to a Table  
Aligning and Indenting In Tables  
Merging Cells in a Table  
Applying BorderArt to Tables  
Working with Cell Borders  
Inserting Table Rows

## **Mail Merge**

Creating a Data Source  
Creating a Mail Merge Publication  
Showing Merge Results  
Sorting a Merge  
Filtering Data  
Merge Printing  
Clearing a Filter

## **Drawing**

Creating AutoShapes  
Copying and Moving AutoShapes  
Formatting AutoShapes  
Drawing Lines  
Formatting Lines  
Ordering Objects  
Grouping Objects  
Using the Building Blocks

## **WordArt**

Creating WordArt  
Formatting WordArt  
Adjusting Shadows in WordArt  
Using AutoShapes with WordArt  
Creating WordArt from Existing Text  
Centring and Spacing WordArt

## **Stationery & Page Orientation**

Portrait & Landscape  
Setting Up Envelopes  
Setting Up Labels  
Setting Up Folded Cards

## **Layout & Page Techniques**

Creating a Blank Publication  
Creating Grid Guides  
Moving Grid Guides  
Inserting & Deleting Pages  
Creating Headers  
Creating Left & Right Master Pages  
Creating Page Numbers & Footers  
Creating a Template  
Using a Template



# Course Details:

**Duration:** 1 Full Day

**Who should attend:**

This course is primarily designed for people who need to know how to use the Microsoft Publisher 2010 to create a range of business-based documents including brochures, fliers, newsletters, labels, and the like. The skills and knowledge covered in this publication are sufficient to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes, labels and the like.

**Course Pre-requisites:**

This publication assumes no prior knowledge of Microsoft Publisher. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

**Learning Outcomes:**

At the completion of this courseware participants will be able to:

- start, navigate, and generally work with Microsoft Publisher
- understand concepts essential to the use of Publisher
- work with objects and frames in a publication
- working with text in a publication
- enhance the text in a publication
- enhance text using text styles
- use tabs and create bulleted and numbered lists
- create and work with tables
- perform a mail merge in Microsoft Publisher
- create drawings
- create WordArt objects
- create stationery using Microsoft Publisher
- use layout and page techniques to enhance publications
- understand the concepts and techniques required for general computer usage.

**Booking Information:**

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

**Envisage Training:**

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

**Delivery Modes:**

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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