

New Features of Microsoft Publisher 2010

Course duration: 1 day

What is Microsoft Publisher 2010?

Microsoft Publisher is the business publishing program that helps you create, design, and publish professional-looking marketing and communication materials. You can create materials for print, e-mail, and the Web with an intuitive, task-based environment that guides you from initial concept to final delivery in-house without professional design and production expertise.

Target Student

This course is intended for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2010 to create, layout, and edit publications.

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Objectives

Upon successful completion of this course, students will be able to:

- Get familiar with the Publisher 2010 environment and start working on a publication.
- Modify the layout and structure of a publication.
- Format text in a publication.
- Edit the contents in a publication.
- Format graphics in a publication.
- Prepare a publication for distribution

Course Content

Lesson 1: Getting Started with Publisher 2010

- Identify the Components of the Publisher Interface
- Customize the Publisher Interface
- Create a Basic Publication
- Add Content to a Publication

Lesson 2: Modifying the Layout and Structure of a Publication

- Import Text into a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Insert Common Layout Elements
- Use Building Blocks



Lesson 3: Formatting Text in a Publication

- Format Text
- Format Paragraphs
- Apply Paragraph Styles
- Apply Schemes

Lesson 4: Editing Content in a Publication

- Edit Text in a Publication
- Present Content in Tables
- Review Text in a Publication
- Insert Symbols and Special Characters

Lesson 5: Formatting Graphics in a Publication

- Customize the Appearance of Pictures
- Add Graphical Objects to a Publication

Lesson 6: Preparing a Publication for Distribution

- Check the Design of a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Send a Publication by Email

