



❖ **General Description**

The skills and knowledge acquired in Microsoft Publisher 2010 Module 1 are sufficient to be able to create real-world documents such as fliers, newsletters and labels.

❖ **Learning Outcomes**

At the completion of Microsoft Publisher 2010 Module 1 you should 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
- work with text in a publication
- enhance the text in a publication
- understand, create and apply styles
- create tabbed, bulleted and numbered lists
- create and work with tables
- conduct and customise a mail merge
- create drawings
- create WordArt objects
- create stationery using Microsoft Publisher
- use layout and page techniques to enhance publications

❖ **Target Audience**

Microsoft Publisher 2010 Module 1 is designed for users who are keen to learn how to create a range of business-based documents such as fliers, newsletters and labels.

❖ **Prerequisites**

Microsoft Publisher 2010 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

118 pages

❖ **Duration**

This course is based around a 1.5 days training program consisting of 9 hours class training.

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **After training support**

All the training material will be available for the delegate to use after the training day through our online workroom.



Contents

> 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 Publication Category
- ✓ Creating A Publication
- ✓ Saving A Publication
- ✓ Using Print Preview
- ✓ Printing A Publication
- ✓ Closing A Publication
- ✓ Opening An Existing Publication
- ✓ Navigating Between Pages

> Objects And Frames

- ✓ Tips For Planning A Publication
- ✓ The Building Blocks Of Publications
- ✓ Creating A Calendar
- ✓ Deleting Objects And Frames
- ✓ Resizing Objects And Frames
- ✓ Moving Objects And Frames
- ✓ Nudging Objects And Frames
- ✓ Grouping Objects And Frames
- ✓ Layering Objects And Frames
- ✓ Inserting A Picture Frame
- ✓ Aligning Objects And Frames
- ✓ 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 And Lists

- ✓ Understanding Tabs And 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 Shapes
- ✓ Formatting AutoShapes
- ✓ Drawing Lines
- ✓ Formatting Lines
- ✓ Ordering Objects
- ✓ Grouping Objects
- ✓ Using 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 And Page Orientation

- ✓ Portrait And Landscape

- ✓ Setting Up Envelopes
- ✓ Setting Up Labels
- ✓ Setting Up Folded Cards

> Layout And Page Techniques

- ✓ Creating A Blank Publication
- ✓ Creating Grid Guides
- ✓ Moving Grid Guides
- ✓ Inserting And Deleting Pages
- ✓ Creating Headers
- ✓ Creating Left And Right Page Margins
- ✓ Creating Page Numbers And Footers
- ✓ Creating A Template
- ✓ Using A Template

> Concluding Remarks