PUBLISHER 2010 ADVANCED TRAINING

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Microsoft Publisher 2010 offers new and better features that will greatly improve your desktop publishing capabilities. Elevate your skills to the expert level by attending the Publisher 2010 Advanced Training course, the second and final training course in the Publisher 2010 series.

After attending this course, you will have learned to: create and manage mail merge lists, edit web forms and elements, publish and maintain Web sites, customise the Ribbon and Quick Access toolbar, insert catalogue pages, navigation bar, symbols, special characters and building blocks, create and apply styles, control colours and gradients and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

PUBLISHER 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Publisher 2010 Advanced training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK 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.

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

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

WEB LINKS

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