# PUBLISHER 2010 INTRODUCTION TRAINING

**COURSE LENGTH: 1.0 DAYS**

Microsoft Publisher 2010 is the desktop publishing application that is part of the MS Office suite. This Publisher 2010 Introduction Training   course teaches you the basic skills to be able to create professional quality publications and other marketing materials.

After completing the Publisher 2010 Introduction course, you will have learned how to: navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables, save and print a publication as a PDF, add a command to the Quick Access toolbar, create a drop cap, table, indents and bulleted lists 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 INTRODUCTION TRAINING COURSE OUTLINE

## FOREWORD

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