

1 day course

Who should attend?

This course is intended for new Microsoft Publisher 2010 users.

Prerequisites

Windows XP, Windows Vista, or Windows 7

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Navigate with the Publisher window, menus, and commands, as well as open, save, close, and view publications.
- Set the page layout and use the rulers and guides to add and arrange objects.
- Work with text boxes and format text.
- Layer and format objects and work with pictures.
- Use the Design Checker to check for problems in a publication and pack and unpack publications.

Course Content

The Basics

Publisher Concepts ; Creating and Saving Publications ; Opening and Closing Publications ; Viewing Publications

Page Layout

Layout Concepts ; Margins and Guides ; Creating and Managing Objects ; Arranging Objects

Text Boxes

Adding Text to Text Boxes ; Text Editing Basics ; Character Formatting ; Paragraph Alignment ; Paragraph Formatting ; Indentations and Lists ; Tabs ; Connecting and Navigating Between Text Boxes ; Text Box Properties

Managing Objects

Layering Objects ; Formatting Objects ; Working with Pictures

Supplementary Topics

Checking Publications for Problems ; Pack and Go