

**Course Description:**

Microsoft® Office Publisher 2010 is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: You will create, format, revise, and distribute publications.

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.

Target Student: This course is designed for a person who has a need to learn to use Publisher 2010 to create layout, and edit publications.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have a basic knowledge of Microsoft® Word.

Course Outline

Get Started with Publisher 2010

- Identify the components of the Publisher Interface
- Customize the Publisher Interface
- Create a basic publication
- Add content to a publication

Modify the Layout and Structure of a Publication

- Import text into a publication
- Organize text boxes and picture placeholders in a layout
- Control to display of content in text boxes
- Insert common layout elements
- Use building blocks

Format Text in a Publication

- Format text
- Format paragraphs
- Apply paragraph styles
- Apply schemes

Edit Content in a Publication

- Edit text in a publication
- Present content in tables
- Review text in a publication
- Insert symbols and special characters

Format Graphics in a Publication

- Customize the appearance of pictures
- Add graphical objects to a publication

Prepare a Publication for Distribution

- Check the design of the publication
- Save a publication for distribution
- Preview and print a publication
- Send a publication by email