

Publisher 2010 Level 1

Audience This course is intended for the person who has basic Windows skills and familiarity with a word processing application, such as Microsoft Word. Specifically, you should be able to: launch and close programs, navigate to information stored on the computer; manage files and folders; and select text. Beginning Publisher users who are interested in creating professional looking print publications will benefit from this class.

Description The course uses a combination of lecture, hands-on practice, and independent exercises to build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents, such as flyers and newsletters. Publications will be formatted to look interesting, professional, and well organized. Using Publisher you can create a document from one of the many publication designs in the design catalog, using the layout and design elements that come with it; or you can start with a blank document and create your own. Each way gives you the freedom to create interesting text design elements, through the use of different fonts and text formatting, and enhance the layout of the page with custom graphics, clip art, and graphic elements.

Objectives Upon completion of the course, students should be able to:

- Be 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

Length 1 day

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- I. Getting Started with Publisher 2010**
- A. Identify the Components of the Publisher Interface
 - B. Customize the Publisher Interface
 - C. Create a Basic Publication
 - D. Add Content to a Publication

- II. Modifying the Layout and Structure of a Publication**
- A. Import Text into a Publication
 - B. Organize Text Boxes and Picture Placeholders in a Layout
 - C. Control the Display of Content in Text Boxes
 - D. Insert Common Layout Elements
 - E. Use Building Blocks



III. Formatting Text in a Publication

- A. Format Text
- B. Format Paragraphs
- C. Apply Paragraph Styles
- D. Apply Schemes

IV. Editing Content in a Publication

- A. Edit Text in a Publication
- B. Present Content in Tables
- C. Review Text in a Publication
- D. Insert Symbols and Special Characters

V. Formatting Graphics in a Publication

- A. Customize the Appearance of Pictures
- B. Add Graphical Objects to a Publication

VI. Preparing a Publication for Distribution

- A. Check the Design of a Publication
- B. Save a Publication for Distribution
- C. Preview and Print a Publication
- D. Send a Publication by Email