



MS Publisher 2010 Essentials Training Course

Publisher is a desktop publishing tool and flexible and powerful authoring software. It goes well beyond what you can produce with word processing software like Word. This course will help you learn to produce high-quality publications for both personal and business use.

This workshop will get you up and running fast!

Learning Outcomes

At the end of this course, participants will be able to:

- Open and close Publisher
- Understand the Publisher 2010 interface
- Use the backstage view to create a new blank publication or a publication from a template
- Use the backstage view to open files and use the recent list
- Save publications
- Setup business information to use in publications
- Add text and other building blocks
- Work with pages and the Pages pane
- Use cut, copy, and paste, as well as the Office Clipboard
- Undo and redo tasks
- Find and replace text
- Use colour schemes and font schemes
- Choose or change the background
- Use the Template group
- Format fonts and paragraphs with a variety of features, including styles
- Use bullets and numbering
- Insert and work with pictures, shapes, and other objects
- Link text boxes to create stories that continue on different areas of the page or different pages
- Create columns
- Add Page Numbers
- Understand Master pages
- Add headers and footers
- Check spelling
- Preview, print, or email a publication



MS Project 2010 Essentials Training Course Outline

<p>Project 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Project 2010 Training Course - Lesson 2 Opening and Closing Publisher</p> <ul style="list-style-type: none">• Opening Publisher• Creating a Blank Publication• Understanding the Interface• Using Backstage View• Creating a Publication from a Template• Closing Publisher
<p>Project 2010 Training Course - Lesson 3 Working with Publications</p> <ul style="list-style-type: none">• Saving Files• Opening Files• Using the Recent List• Using the Pages Pane• Closing Files	<p>Project 2010 Training Course - Lesson 4 Your First Publication</p> <ul style="list-style-type: none">• Setting Up Your Business Information• Adding Text• Adding Building Blocks• Adding a New Page• Working with Pages
<p>Project 2010 Training Course - Lesson 5 Basic Editing Tasks</p> <ul style="list-style-type: none">• Using Cut, Copy, and Paste• Using the Office Clipboard• Using Undo and Redo• Finding and Replacing Text	<p>Project 2010 Training Course - Lesson 6 Using the Page Design Tab</p> <ul style="list-style-type: none">• Choosing a Color Scheme• Choosing a Font Scheme• Choosing a Background• Using the Template Group
<p>Project 2010 Training Course - Lesson 7 Basic Font Formatting</p> <ul style="list-style-type: none">• Changing Font Face and Size• Changing the Font Color• Adding Font Enhancements• Using the Font Dialog	<p>Project 2010 Training Course - Lesson 8 Formatting Paragraphs</p> <ul style="list-style-type: none">• Changing Spacing• Setting the Alignment• Indenting Text• Adding Bullets and Numbering• Using the Paragraph Dialog• Applying Styles

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Project 2010 Training Course - Lesson 9 **Working with Objects**

- Inserting Pictures and Shapes
- Inserting Tables
- Linking Text Boxes
- Moving, Resizing, and Arranging Objects
- Formatting Objects

Project 2010 Training Course - Lesson 10 **Formatting the Page**

- Creating Columns
- Adding Page Numbers
- Understanding Master Pages
- Adding Headers or Footers

Project 2010 Training Course - Lesson 11 **Adding the Finishing Touches**

- Checking Your Spelling
- Previewing Your Publication
- Printing Your Publication
- E-Mailing Your Publication

Project 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

Publisher 2010 Essentials is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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