

## MICROSOFT PUBLISHER 2010 ADVANCED TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Pdtraining's Microsoft Publisher 2010 Advanced Training Course is designed to help you develop your expertise with Publisher 2010 and greatly improve your desktop publishing capabilities with this powerful application.

This course covers the following topics: Publication setup, custom colors, building blocks and other design options, typography, catalog merge, mail merge, form letter customization, editing web forms, modifying form properties, customizing the Ribbon and the Quick Access toolbar, adding elements, finalizing and publishing a website and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT PUBLISHER 2010 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

This Publisher 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, builds on the skills and concepts taught in [Publisher 2010: Introduction](#). Participants will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks.

They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, participants will learn to customize the Ribbon and Quick Access toolbar.

### Prerequisites:

[Publisher 2010: Introduction](#) or equivalent experience.

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### OUTCOMES

#### By the end of this training course, participants will:

- ▶ Create a brochure
- ▶ Create a business information set
- ▶ Change the color scheme
- ▶ Create tint swatches
- ▶ Create gradients
- ▶ Add elements to the Building Block Library
- ▶ Insert building blocks
- ▶ Link and replace pictures
- ▶ Work with styles
- ▶ Change font schemes
- ▶ Insert & create a type mask with WordArt
- ▶ Snap text to baseline guides
- ▶ Insert symbols & special characters
- ▶ Create sections in a publication
- ▶ Add bookmarks
- ▶ Specify a recipient list
- ▶ Customize a form letter
- ▶ Merge recipient list data with a form letter
- ▶ Create and use a form letter
- ▶ Sort & filter records
- ▶ Insert catalog pages
- ▶ Format catalog merge fields
- ▶ Send form data via e-mail
- ▶ Create hyperlinks
- ▶ Insert a navigation bar
- ▶ Publish a Web site
- ▶ Create a Ribbon tab
- ▶ Reset the Ribbon

- ▶ Add buttons to the Quick Access toolbar
  - ▶ Customize the Quick Access toolbar
  - ▶ Reset the Quick Access toolbar
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## MODULES

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### Lesson 1: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

### Lesson 2: Mail merge and catalog merge

- ▶ Form letters
- ▶ Data sources for the recipient list
- ▶ Catalog merge

### Lesson 3: Basic design options

- ▶ Publication setup
- ▶ Custom colors
- ▶ Building blocks
- ▶ The Graphics Manager pane

### Lesson 4: Interactive forms

- ▶ Editing Web forms
- ▶ Modifying form properties

### Lesson 5: Typography

- ▶ Styles and font schemes
- ▶ Graphics in typography
- ▶ Precise spacing control
- ▶ Symbols and special characters

### Lesson 6: Web site publishing

- ▶ Adding elements to a Web site
- ▶ Finalizing and publishing a site

### Lesson 7: Long publications

- ▶ Sections
- ▶ Bookmarks

### Lesson 8: Customizing Publisher

- ▶ Customizing the Ribbon
  - ▶ Customizing the Quick Access toolbar
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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)