# MICROSOFT PUBLISHER 2010 INTRODUCTION TRAINING

Generate a group quote today

**COURSE LENGTH: 1.0 DAYS**

This Publisher 2010 Introduction Training course teaches you the basic skills to be able to create professional quality publications for personal or business use.

After completing the Publisher 2010 Introduction course, you will have learned to: navigate Publisher 2010's interface, create and edit master pages, control text wrap and position text within a text box, adjust graphics and other layout and design techniques, edit and finalize a publication before saving as PDF or before commercial printing 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.

## MICROSOFT PUBLISHER 2010 INTRODUCTION TRAINING  COURSE OUTLINE

**FOREWORD**

This Publisher 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle, teaches the core features and functions of Publisher 2010.

Participants will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables.

They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

**OUTCOMES**

**By the end of this training course, participants will:**
- Identify & use interface components
- Add a command to the Quick Access toolbar
- View and edit publication properties
- Navigate pages
- Use the mouse to select text
- Use help
- Create a new publication
- Create and insert text in a publication
- Insert pictures
- Define custom colors
- Position, align and distribute objects
- Edit the default master page
- Create and apply master pages
- Add continuation notices
- Set tab stops and leaders
- Create indents and bulleted lists
- Adjust vertical spacing
- Create a drop cap
- Create a table
- Import & modify an Excel document
- Modify table cells & apply formats
- Shade table cells
- Format cell borders
- Position text within a text box
- Control text wrap
- Adjust picture brightness
- Apply styles & recolor pictures
- Group & stack objects

- Print a publication
- Save a publication as PDF
- Check design and spelling for errors
- Prepare a publication for commercial printing

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## MODULES

### Lesson 1: Introduction
- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

### Lesson 2: Working with text
- Text box linking
- Paragraph formatting

### Lesson 3: Getting started
- The Publisher interface
- Navigation and selection techniques
- Publisher Help

### Lesson 4: Tables
- Table basics
- Table structure
- Table formatting

### Lesson 5: Basic publication
- Publication basics
- Object positioning

### Lesson 6: Layout and design techniques
- Text boxes
- Graphics adjustments
- Stacking and grouping objects

### Lesson 7: Multi-page publications
- Multi-page layouts
- Master pages

### Lesson 8: Finalizing publications
- Publication output
- Print preparation

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## WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote