PUBLISHER 2010 INTRODUCTION

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COURSE LENGTH: 1.0 DAYS

Microsoft Publisher 2010 makes it easier than ever to create custom, professional quality publications, newsletters, marketing materials and more.

Use Publisher to create and edit publications, arrange text and pictures and so much more.

This fun and practical training course is available now throughout Malaysia, including Kuala Lumpur.

This Publisher 2010 Introduction training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

PUBLISHER 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Publisher 2010 Introduction training course running in Kuala Lumpur and Malaysia wide, 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

- 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

MODULES

Lesson 1: Getting started
- The Publisher interface
- Navigation and selection techniques
- Publisher Help

Lesson 2: Basic publication
- Publication basics
- Object positioning

Lesson 3: Multi-page publications
- Multi-page layouts
- Master pages

Lesson 4: Working with text
- Text box linking
- Paragraph formatting

Lesson 5: Tables
- Table basics
- Table structure
- Table formatting

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

Lesson 7: Finalizing publications
- Publication output
- Print preparation

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WEB LINKS

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