



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Publisher 2010

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Microsoft® Office Publisher 2010 is a desktop publishing software program that comes with the Microsoft® Office suite. While Microsoft® Word is a word processing program, Microsoft® Office Publisher is used for page layout and design. Participants can use Publisher to create brochures, flyers, menus, business cards, certificates, and any number of things that you want to design for either use on the computer or to print — personally or by a commercial printer. In this course, participants will create, format, edit, and distribute publications.

Target Audience

This course is intended for:

- Persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft® Office Publisher 2010 to create, lay out, edit, and share publications.

Prerequisites

To attend this course, candidates must have:

- Basic computer and typing skills or take one of the following introductory courses:
 - *Introduction to Personal Computers Using Windows® XP*
 - *Introduction to Personal Computers Using Windows® 7*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Get 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.



Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTT.com | **Website:** www.RWTT.com





Course Topics

Module 1: Getting Started with Publisher 2010

- Identify the Components of the Publisher Interface
- Customize the Publisher Interface
- Create a Basic Publication
- Add Content to a Publication

Module 2: Modifying the Layout and Structure of a Publication

- Import Text into a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Insert Common Layout Elements
- Use Building Blocks

Module 3: Formatting Text in a Publication

- Format Text
- Format Paragraphs
- Apply Paragraph Styles
- Apply Schemes

Module 4: Editing Content in a Publication

- Edit Text in a Publication
- Present Content in Tables
- Review Text in a Publication
- Insert Symbols and Special Characters

Module 5: Formatting Graphics in a Publication

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

Module 6: Preparing a Publication for Distribution

- Check the Design of a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Send a Publication by Email

ACTIVITIES INCLUDED