

MS Publisher 2010

Intro/Intermediate



Duration: 1 Day Course Code: A-11750

This course is designed for those who need to be able to create, edit and update a variety of different types of Stationary, Publications, Advertising and Promotional Materials.

Learning Outcomes

By the end of this course students will be able to Create, Edit and Modify Publications, Work with Layout Guides and position Objects accurately, Create Different Types of Layouts, Insert Pages and Work with Master Pages, Link and Un-Link Text Boxes, Set Tab Stops, Control Indents and Spacing, Create Drop Caps, Insert Tables and Excel Spreadsheets, Understand Text Wrapping Options, Apply Text Styles, Modify and Manipulate Images and Photos, Adjust Stacking Order, Group and Un-Group Objects, Prepare Publications for Print and Convert to Print Ready PDF's, Apply Design Checks and Modify any last minute Page Setup Errors.

Prerequisites

This course is designed for students with little or a basic working knowledge of Microsoft Publisher. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Understanding the Publisher 2010 Interface
- Customising the Quick Access Toolbar
- Setting Publication Properties from Backstage View
- Navigation and Selection Techniques
- Text Selection Methods

Creating Publications

- Publication Template Options
- Adjusting Margin Guides
- Setting Measurement Units
- Setting Grid Guides
- Adding Text Boxes
- Inserting Text from existing data files
- Inserting and Modifying Images
- Cropping Graphics
- Understanding Image Formats
- Generating Custom RGB/CMYK Colours
- Object Positioning using Guides
- Arranging using the Measurement Pane
- Aligning and Distribution

Multi-Page Publications

- Creating a Facing Page Layout
- Inserting Additional Pages
- Moving Object Between Publications
- Working with Master Pages
- Applying Page Numbering

Working with Text

- Using Layout Guides
- Linking Text Boxes
- Adding Continuation Notices
- Paragraph Formatting Options
- Aligning Text with Tabs
- Creating Indents
- Adjusting Widow and Orphan Control
- Modifying Vertical Spacing
- Creating Drop Caps

Using Tables

- Understanding Table Essentials
- Building/Modifying Tables
- Importing Excel Data
- Modifying Table Structure

- Table Formatting Options and Styles
- Cell Attribute Options
- Editing an Excel Spreadsheet in Publisher

Layout and Design Techniques

- Text Box Margins and Alignment
- The Text Fit Command
- Styles and Effects
- Multiple Column Text Boxes
- Understanding Text Wrapping
- Applying Picture Adjustments
- Image Enhancement
- Stacking and Grouping Objects
- Controlling Object Overlapping

Finalising Publications

- Adjusting Print Options
- PDF v's XPS Documents
- Print Preparation Steps
- Using the Design Checker
- The Pack and Go Wizard
- Publication Output options

