

## Microsoft Publisher 2010

### General Description

Produce publications incorporating text, shapes and tables using a variety of layout and design options.

### Learning Outcomes

- Discuss Publisher applications and navigate the main screen components
- Record business details, create a new publication and perform basic file management
- Create objects and frames containing calendars and pictures
- Create a text box, format text, import text, wrap text and check spelling
- Manage text columns, use baseline guides, adjust paragraph spacing and link text boxes
- Create, apply and modify text styles
- Set tabs and create bulleted and numbered lists
- Insert a table, adjust the table structure and format a table
- Produce a mail merge data source and publication, show merge results, sort a merge and filter data
- Create AutoShapes, copy and move shapes, format shapes, group shapes and use Building Blocks
- Develop and format WordArt using new and existing text
- Change page orientation and set up envelopes, labels and folded cards
- Insert and delete pages, create headers and footers, create grid guides and produce a template

### Duration

One Day

### Prerequisite

Basic understanding of the Microsoft Windows operating system

### Topics

Publisher 2010 Orientation

Publisher Essentials

Objects and Frames

Text

Text Techniques

Text Styles

Tabs and Lists

Tables

Mail Merge

Drawing

WordArt

Stationery and Page Orientation

Layout and Page Techniques