

Soft-Train



*At Soft-Train
Technology Works*

Beginning Microsoft Publisher 2010 (1 Day) ST85069

COURSE GOAL: To provide the student with a basic understanding of Publisher.

PREREQUISITES: Beginning Windows and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Plan and design a flyer
- Work with the toolbox
- Use page setup
- Create a graphic
- Understand & use Publisher menus

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Generate Text
<input type="checkbox"/>	<input type="checkbox"/>	Create graphics
<input type="checkbox"/>	<input type="checkbox"/>	Set columns and guides
<input type="checkbox"/>	<input type="checkbox"/>	Import text & graphics
<input type="checkbox"/>	<input type="checkbox"/>	Use Publisher menus
<input type="checkbox"/>	<input type="checkbox"/>	Specify unit of measure
<input type="checkbox"/>	<input type="checkbox"/>	Edit documents
<input type="checkbox"/>	<input type="checkbox"/>	Use page set up
<input type="checkbox"/>	<input type="checkbox"/>	Change font attributes
<input type="checkbox"/>	<input type="checkbox"/>	Save & print documents

If you answered NO to three or more of these questions, you should attend this class.

KEY TOPICS:

I. Getting Started

- A. Starting Publisher
- B. The Publisher Start Screen
- C. The Publisher Window
- D. The Publisher Ribbons
- E. Getting Help
- F. Changing Business Information

II. Planning Your Work

- A. Prepare for Your Publication
- B. Collect the Content
- C. Opening or Creating Publications
- D. Publisher Design Tips

III. Working with Text

- A. Creating a Text Column
- B. Importing a Text Document
- C. Setting Margins
- D. Inserting Graphics
- E. Inserting Pages
- F. Create New Publication Design Feature

IV. Working with Work Art

- A. Working with Word Art
- B. Changing Page Orientation

V. Graphics

- A. Inserting Graphics
- B. Inserting Clip Art Objects
- C. Cropping Clip Art Objects

VI. Creating Business Cards and Forms

- A. Creating a Business Card
- B. Changing the Appearance with Options

- C. Selecting Other
Business forms and
Letterhead

VII. Printing

- A. Printing Selections

VIII. Email Your Publication

- A. Using Outlook as Your
Default Email
- B. Emailing Your
Publication as an
Attachment