Microsoft Publisher 2010

Course Introduction

In the Publisher 2010 course students learn concepts and techniques for working with Microsoft Publisher's 2010 commonly used features and functions

This course teaches students how to use Publisher 2010 to create a variety of publications quickly and easily using some of Publisher's Design Templates. Students learn to modify the design, color and font schemes, page layout, and background of a publication. Students also learn to create master pages, add and format text, WordArt, and graphics, insert hyperlinks, hotspots, and forms, as well as, manage their publications, email publications, and create and manage web sites.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

Course Prerequisite(s)

Basic knowledge of Windows and familiarity with a word processing program.

Course Aim

To provide an understanding of Microsoft Publisher in order to produce interesting and professional publications.

Of Interest to

This course will be of interest to anyone who wants to know how to use a publishing tool to create professional-looking publications.

Course Breakdown

Module 1:

Starting and Exiting the Application, The Ribbon and the Quick Access Toolbar, The Publisher 2010 Application Window, Getting Help While You Work

Module 2:

Using Templates, Creating a Publication, Modifying a Publication, Creating Publications from Existing Publications or Word Documents

Module 3:

Adding Text to a Publication, Manipulating Text Boxes, Formatting Text, Formatting Characters and Paragraphs, Adding Horizontal Rules, Tab Stops, and Drop Caps, Using WordArt

Module 4:

Changing the Page Layout, Working with Publication Pages, Using Master Pages, Using Headers and Footers, Adding Backgrounds, Using Building Blocks and Creating Calendars

Module 5:

Inserting Shapes and Creating Drawings, Formatting Shapes, Inserting Clip Art and Pictures, Manipulating Objects, Creating Tables

Module 6:

Finalizing and Printing a Publication, Distributing a Publication, Managing Mass Mailings with Mail Merge

Module 7:

Creating a Web Site, Managing Web Pages, Inserting Hyperlinks, Adding Reply Forms and Form Controls

Lab Exercise

Academy of Learning
CAREER COLLEGE