



Publisher 2010 Introduction

Students enrolling in this course should be familiar with Microsoft Word and be familiar with the Internet. This course covers the commonly used features for a typical user.

Introduction to Publisher

- Orientation to the Publisher screen
- Menus & Toolbars
- Publisher's Task Pane
- Status Bar
- Rulers & Guides **Topic**

Working with Quick Publications

- Edit Personal Information
- Create Quick Publication
- Explore Color Schemes
- Explore Font Schemes
- Save, Open Publisher Documents
- Create a Business Card
- Create a Calendar

Designing Publications from Scratch

- Blank Publication
- Layout Guides, Margins & Grids
- Ruler Origin & Guides
- Snap Commands
- Insert Pages
- Master Pages

Working with Objects

- Objects Toolbar
- Work with Shapes
- Work with Word Art
- Align & Distribute Objects
- Group/Ungroup Objects
- Change Order of Object
- Insert/Edit Design Gallery Objects

Working with Text & Text Boxes

- Create a Text Box
- Copy & Paste Text Boxes
- Insert a Text File
- Connect/Disconnect Text Boxes
- Format Text
- Drop Caps
- Continued Notices
- Create a Bulleted List

Working with Clip Art & Pictures

- Insert Clip Art/Pictures
- Move, Size & Delete Clip Art/Pictures
- Picture Toolbar
- Wrap Text Around Clip Art
- Recolor Clip Art

Tables

- Create a table
- Format a table
- Insert and delete columns and rows
- Resize a table, columns, and rows

Printing Publisher Documents

- Printing Considerations
- Printing Page Setup
- Pack & Go Commercial Printing