



Course Outline

Microsoft Office Publisher Fundamentals - 2 days

Contents

Publisher 2010 Orientation

- Overview Of Publisher
- Starting Publisher
- Understanding The Backstage View Options
- Using The New Pane In Backstage View
- Closing And Reopening The New Pane
- The Publisher 2010 Screen
- Exiting From Publisher

Publisher Essentials

- Creating A Business Information Set
- Understanding Publication Category
- Creating A Publication
- Saving A Publication
- Using Print Preview
- Printing A Publication
- Closing A Publication
- Opening An Existing Publication
- Navigating Between Pages

Objects And Frames

- Tips For Planning A Publication
- The Building Blocks Of Publications
- Creating A Calendar
- Deleting Objects And Frames
- Resizing Objects And Frames
- Moving Objects And Frames
- Nudging Objects And Frames
- Grouping Objects And Frames
- Layering Objects And Frames
- Inserting A Picture Frame
- Aligning Objects And Frames
- Fill Effects In Frames

Text

- Creating A Text Box
- Formatting Text
- Applying Colour To Text
- Text Alignment In A Text Box
- Importing Text
- Wrapping Text
- Checking Spelling

Text Techniques

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Hyphenation

Text Styles

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example

Tabs And Lists

- Understanding Tabs And Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Tables

- Creating A Table
- Entering Text In A Table
- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
- Applying Borders To A Table
- Applying Shading To A Table
- Aligning And Indenting In Tables
- Merging Cells In A Table
- Applying BorderArt To Tables
- Working With Cell Borders
- Inserting Table Rows

Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Clearing A Filter

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Drawing

- Creating AutoShapes
- Copying And Moving Shapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using Building Blocks

WordArt

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From ExistingText
- Centring And Spacing WordArt

Stationery And Page Orientation

- Portrait And Landscape
- Setting Up Envelopes
- Setting Up Labels
- Setting Up Folded Cards

Layout And Page Techniques

- Creating A Blank Publication
- Creating Grid Guides
- Moving Grid Guides
- Inserting And Deleting Pages
- Creating Headers
- Creating Left And Right Page Margins
- Creating Page Numbers And Footers
- Creating A Template
- Using A Template

Concluding Remarks