



## Microsoft® Office Publisher® 2010

### Training Course Content

**Course Objective:** You will create, format, edit, and distribute publications.

**Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

#### Lesson 1: Getting Started with Publisher 2010

- Topic 1A: Identify the Components of the Publisher Interface
- Topic 1B: Customize the Publisher Interface
- Topic 1C: Create a Basic Publication
- Topic 1D: Add Content to a Publication

#### Lesson 2: Modifying the Layout and Structure of a Publication

- Topic 2A: Import Text into a Publication
- Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout
- Topic 2C: Control the Display of Content in Text Boxes
- Topic 2D: Insert Common Layout Elements
- Topic 2E: Use Building Blocks

#### Lesson 3: Formatting Text in a Publication

- Topic 3A: Format Text
- Topic 3B: Format Paragraphs
- Topic 3C: Apply Paragraph Styles
- Topic 3D: Apply Schemes

#### Lesson 4: Editing Content in a Publication

- Topic 4A: Edit Text in a Publication
- Topic 4B: Present Content in Tables
- Topic 4C: Review Text in a Publication
- Topic 4D: Insert Symbols and Special Characters

#### Lesson 5: Formatting Graphics in a Publication

- Topic 5A: Customize the Appearance of Pictures
- Topic 5B: Add Graphical Objects to a Publication

#### Lesson 6: Preparing a Publication for Distribution

- Topic 6A: Check the Design of a Publication
- Topic 6B: Save a Publication for Distribution
- Topic 6C: Preview and Print a Publication
- Topic 6D: Send a Publication by Email