
Course Description: Students learn to produce quality publications using professional page layout concepts. Topics include: design and composition issues, integrating text and graphics, retrieving graphics, creating special effects and creating columns. Students work with frames, rulers, tables, color schemes, layering and other aspects of the program. Exercises include creating a flyer, a brochure, a newsletter and a multi-page publication.

Module 1 – Getting Started in Publisher

- What is Desktop Publishing?
- Desktop Publishing Guidelines
- The Publisher 2010 Window
- Working with the Ribbon and Quick Access Toolbar
- Backstage View
- Using the Microsoft Publisher Catalog
- Setting Viewing Options

Module 2 – Customizing Publications

- Creating the Publication
- Choosing Options
- Working with Objects
- Formatting Text
- Changing Graphics
- Changing Object Colors
- Using Fill Effects
- Printing the Publication

Module 3 – Creating a Publication from Scratch

- Starting a Blank Publication
- Specifying Page Layout Options
- Setting Margin Guides
- Working with Text Boxes
- Adding Graphics
- Using Tables in Publisher
- Working with Drawing Tools
- Changing the Stacking Order of Objects
- Selecting Multiple Objects
- Setting Object Alignment
- Grouping

Module 4 – Creating a Multi-Page Publication

- Setting up the Publication
- Adding Pages
- Using Master Pages
- Adding Page Numbers
- Creating Column Guides
- Using Ruler Guides
- Hiding/Displaying Guides
- Creating a Masthead
- Inserting Text from Microsoft Word
- Flowing Text from Page to Page