



Publisher 2010 Foundation

Microsoft Office Publisher 2010 is the newest version of Microsoft's desktop publishing program. Whether you're using Publisher for the first time, or have been using it for years, this foundation-level course will help you make the most of Publisher 2010's exciting features.

Highlights of the course include a complete review of the new ribbon-based interface, plus a complete walkthrough of creating your own ribbon tabs, creating a basic publication, saving a publication as a PDF, using Publisher's Building Blocks, accessing Publisher's massive storehouse of templates, and setting up your business information.

Starting Out

To begin, participants will learn the basics of Publisher: how to open and close it, how to use the interface, how to create a basic publication, how to save and open publications, and how to get help. We'll also look at the new Backstage View.

The Publisher Interface

Next, participants will closely examine the ribbon interface, including the Quick Access Toolbar and the main tabs.

Advanced Tabs and Customization

This section will give participants an introduction to the remaining tabs, including contextual tabs. Participants will also learn how to customize the ribbon.

Creating Publications

In this section, participants will learn how to use templates, modify global template options (such as color and font schemes), work with pages, use basic editing commands, use guides and alignment, work with Building Blocks, and apply advanced text effects (such as the Format Painter, styles, and columns). Participants will also receive a crash course in graphic design.

Doing More with Text

Next, participants will learn about changing all aspects of a font, format text boxes, change paragraph, text, and typography options (such as ligature styles and drop caps), and add page elements such as page numbers, headers and footers, and backgrounds.

Printing and Viewing Your Publication

This final section will teach participants about publication masters, viewing a publication in various ways, showing and hiding screen elements, applying finishing touches such as spell check, changing page setup, and printing or e-mailing a publication.