

Publisher 2010 Essentials Workshop

The participants will learn how to use the basic features of Publisher 2010. This workshop is designed to teach you a basic understanding of Publisher 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advance features right on a computer.

Publisher is a desktop publishing tool and flexible and powerful authoring software. It goes well beyond what you can produce with word processing software like Word. Publisher 2010 will help the participants learn to produce high-quality publications for both personal and business use.

Workshop Objectives:

- Open and close Publisher
- Understand the Publisher 2010 interface
- Use the backstage view to create a new blank publication or a publication from a template
- Use the backstage view to open files and use the recent list
- Save publications
- Setup business information to use in publications
- Add text and other building blocks
- Work with pages and the Pages pane
- Use the Template group
- Format fonts and paragraphs with a variety of features, including styles
- Use bullets and numbering
- Insert and work with pictures, shapes, and other objects
- Link text boxes to create stories that continue on different areas of the page or different pages
- Create columns
- Add Page Numbers
- Understand Master pages
- Add headers and footers
- Check spelling
- Preview, print, or email a publication



For more information on this workshop or to reserve your spot, please contact:

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