

AVP Training

Computer Software Training & Consulting

Publisher 2010 Introduction (Level 1)

General Description

Introduces the skills required to produce publications including flyers, newsletters and calendars

Learning Outcomes

- Use backstage view and navigate the main screen components
- Browse publication template categories and create, save and print a basic publication
- Create, modify and align objects and frames
- Produce text boxes with formatted text and import text
- Apply text columns, use baseline guides and link text boxes
- Develop, apply and modify text styles
- Use tabs and create bulleted and numbered lists
- Create tables, modify table structures and format tables
- Perform mail merge operations complete with data filtering
- Create autoshapes, draw lines and order objects
- Generate and format WordArt
- Apply portrait and landscape orientations and set up envelopes, labels and folded cards
- Develop and use templates incorporating grid guides, headers, footers and margin settings

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics Publisher 2010 Introduction (Level 1)	Publisher 2010 Orientation
	Managing Publications
	Objects and Frames
	Text
	Text Techniques
	Text Styles
	Tabs and Lists
	Tables
	Mail Merge
	Drawing
	WordArt
	Stationery and Page Orientation
	Layout and Page Techniques

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