

## Microsoft Publisher 2010 Introduction

### Course length

1 day

### Why come on this course?

Microsoft Office Publisher 2007 is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, etc for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. You will learn how to create, format, revise, and print publications.

### Who is it for?

This course is designed for people with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher to create, layout and edit publications.

### What will I learn?

By the end of this course delegates will be able to:

- Create a one-page publication
- Modify a publication's layout and structure
- Edit content in the publication
- Format a publication
- Work with tables
- Print publications

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

### Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

## Course contents

### Getting started

- The Publisher interface
- Navigation and selection techniques
- Publisher Help

### Basic publications

- Publication basics
- Object positioning

### Multi-page publications

- Multi-page layouts
- Master pages

### Working with text

- Text box linking
- Paragraph formatting

### Tables

- Table basics
- Table structure
- Table formatting




### Layout and design techniques

- Text boxes
- Graphics adjustments
- Stacking and grouping objects

### Finalizing publications

- Publication output
- Print preparation

### How do I book?

-  Call us now on 020 8658 6994
-  Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)
-  Find more courses at [www.alphatraining.com](http://www.alphatraining.com)