Microsoft Publisher 2010

Module 1

WATSONIA PUBLISHING

InFocus Courseware

❖ **General Description**

The skills and knowledge acquired in Microsoft Publisher 2010 Module 1 are sufficient to be able to create real-world documents such as fliers, newsletters and labels.

❖ **Learning Outcomes**

At the completion of Microsoft Publisher 2010 Module 1 you should be able to:

➢ start, navigate and generally work with Microsoft Publisher
➢ understand concepts essential to the use of Publisher
➢ work with objects and frames in a publication
➢ work with text in a publication
➢ enhance the text in a publication
➢ understand, create and apply styles
➢ create tabbed, bulleted and numbered lists
➢ create and work with tables
➢ conduct and customise a mail merge
➢ create drawings
➢ create WordArt objects
➢ create stationery using Microsoft Publisher
➢ use layout and page techniques to enhance publications

❖ **Target Audience**

Microsoft Publisher 2010 Module 1 is designed for users who are keen to learn how to create a range of business-based documents such as fliers, newsletters and labels.

❖ **Prerequisites**

Microsoft Publisher 2010 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

118 pages

❖ **Nominal Duration***

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

Many of the topics in Microsoft Publisher 2010 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF1035.

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ **Companion Products**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

Product Information

AUSTRALIAN MADE

Microsoft Publisher 2010

Module 1

W P: WATSONIA PUBLISHING

INFOCUS COURSEWARE

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Product Information