



INFOCUS COURSEWARE

Microsoft Publisher 2010

Module 1



Module Series

Order Code: INF1035 ISBN: 978-1-921721-61-8

❖ 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.

** Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, December 10, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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Contents

➤ Publisher 2010 Orientation

- ✓ Overview Of Publisher
- ✓ Starting Publisher
- ✓ Understanding The Backstage View Options
- ✓ Using The New Pane In Backstage View
- ✓ Closing And Reopening The New Pane
- ✓ The Publisher 2010 Screen
- ✓ Exiting From Publisher

➤ Publisher Essentials

- ✓ Creating A Business Information Set
- ✓ Understanding Publication Category
- ✓ Creating A Publication
- ✓ Saving A Publication
- ✓ Using Print Preview
- ✓ Printing A Publication
- ✓ Closing A Publication
- ✓ Opening An Existing Publication
- ✓ Navigating Between Pages

➤ Objects And Frames

- ✓ Tips For Planning A Publication
- ✓ The Building Blocks Of Publications
- ✓ Creating A Calendar
- ✓ Deleting Objects And Frames
- ✓ Resizing Objects And Frames
- ✓ Moving Objects And Frames
- ✓ Nudging Objects And Frames
- ✓ Grouping Objects And Frames
- ✓ Layering Objects And Frames
- ✓ Inserting A Picture Frame
- ✓ Aligning Objects And Frames
- ✓ Fill Effects In Frames

➤ Text

- ✓ Creating A Text Box
- ✓ Formatting Text
- ✓ Applying Colour To Text
- ✓ Text Alignment In A Text Box
- ✓ Importing Text
- ✓ Wrapping Text
- ✓ Checking Spelling

➤ Text Techniques

- ✓ Text Columns
- ✓ Using Baseline Guides
- ✓ Paragraph Spacing
- ✓ Linking Text Boxes
- ✓ Drawing Text Boxes Accurately
- ✓ Text Box Margins
- ✓ Hyphenation

➤ Text Styles

- ✓ Creating Text Styles
- ✓ Applying Text Styles
- ✓ Modifying A Style
- ✓ Creating A Style By Example
- ✓ Changing A Style By Example

➤ Tabs And Lists

- ✓ Understanding Tabs And Lists
- ✓ Creating Tabs
- ✓ Creating Leader Tabs
- ✓ Creating Bulleted Lists
- ✓ Creating Numbered Lists

➤ Tables

- ✓ Creating A Table
- ✓ Entering Text In A Table
- ✓ Changing Font Size In Tables
- ✓ Changing Row Heights
- ✓ Changing Column Widths
- ✓ Applying Borders To A Table
- ✓ Applying Shading To A Table
- ✓ Aligning And Indenting In Tables
- ✓ Merging Cells In A Table
- ✓ Applying BorderArt To Tables
- ✓ Working With Cell Borders
- ✓ Inserting Table Rows

➤ Mail Merge

- ✓ Creating A Data Source
- ✓ Creating A Mail Merge Publication
- ✓ Showing Merge Results
- ✓ Sorting A Merge
- ✓ Filtering Data
- ✓ Merge Printing
- ✓ Clearing A Filter

➤ Drawing

- ✓ Creating AutoShapes
- ✓ Copying And Moving Shapes
- ✓ Formatting AutoShapes
- ✓ Drawing Lines
- ✓ Formatting Lines
- ✓ Ordering Objects
- ✓ Grouping Objects
- ✓ Using Building Blocks

➤ WordArt

- ✓ Creating WordArt
- ✓ Formatting WordArt
- ✓ Adjusting Shadows In WordArt
- ✓ Using AutoShapes With WordArt
- ✓ Creating WordArt From Existing Text
- ✓ Centring And Spacing WordArt

➤ Stationery And Page Orientation

- ✓ Portrait And Landscape

- ✓ Setting Up Envelopes
- ✓ Setting Up Labels
- ✓ Setting Up Folded Cards

➤ Layout And Page Techniques

- ✓ Creating A Blank Publication
- ✓ Creating Grid Guides
- ✓ Moving Grid Guides
- ✓ Inserting And Deleting Pages
- ✓ Creating Headers
- ✓ Creating Left And Right Page Margins
- ✓ Creating Page Numbers And Footers
- ✓ Creating A Template
- ✓ Using A Template

➤ Concluding Remarks



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