



1750 N. Florida Mango Rd
Suite 302
West Palm Beach, FL 33409
561.840.8080
training@comptec.com
www.comptec.com



Learning Solutions



CompTEC Proudly Serves
Americas Veterans

Microsoft® Office Publisher™ 2010: Level 1

Course length: 8 hours

Course Objective: You will create, format, edit, and distribute publications.

Target Student: This course is intended for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2010 to create, layout, and edit publications.

Course Objectives

Upon successful completion of this course, students will be able to:

- get familiar with the Publisher 2010 environment and start working on a publication.
- modify the layout and structure of a publication.
- format text in a publication.
- edit the contents in a publication.
- format graphics in a publication.
- prepare a publication for distribution.
-

Course Content

Lesson 1: Getting Started with Publisher 2010

Topic 1A: Identify the Components of the Publisher Interface

Topic 1B: Customize the Publisher Interface

Topic 1C: Create a Basic Publication

Topic 1D: Add Content to a Publication

Lesson 2: Modifying the Layout and Structure of a Publication

Topic 2A: Import Text into a Publication

Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout

Topic 2C: Control the Display of Content in Text Boxes

Topic 2D: Insert Common Layout Elements

Topic 2E: Use Building Blocks

Lesson 3: Formatting Text in a Publication

Topic 3A: Format Text

Topic 3B: Format Paragraphs

Topic 3C: Apply Paragraph Styles

Topic 3D: Apply Schemes

Lesson 4: Editing Content in a Publication

Topic 4A: Edit Text in a Publication

Topic 4B: Present Content in Tables

Topic 4C: Review Text in a Publication

Topic 4D: Insert Symbols and Special Characters

Lesson 5: Formatting Graphics in a Publication

Topic 5A: Customize the Appearance of Pictures

Topic 5B: Add Graphical Objects to a Publication

Lesson 6: Preparing a Publication for Distribution

Topic 6A: Check the Design of a Publication

Topic 6B: Save a Publication for Distribution

Topic 6C: Preview and Print a Publication

Topic 6D: Send a Publication by Email