



Publisher Level 1

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

Introducing the world's easiest desktop publishing program. Design flyers, newsletters, holiday cards, and forms. Learn to create from scratch, or modify and edit existing publications. Useful for all occasions.

Lesson 1:

- Getting Started with Publisher 2010
- Identify the Components of the Publisher Interface
- Customize the Publisher Interface
- Create a Basic Publication
- Add Content to a Publication

Lesson 2:

- Modifying the Layout and Structure of a Publication
- Import Text into a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Insert Common Layout Elements
- Use Building Blocks

Lesson 3:

- Formatting Text in a Publication
- Format Text
- Format Paragraphs
- Apply Paragraph Styles
- Apply Schemes

Lesson 4:

- Edit Text in a Publication
- Present Content in Tables
- Review Text in a Publication
- Insert Symbols and Special Characters

Lesson 5:

- Customize the Appearance of Pictures
- Add Graphical Objects to a Publication



Lesson 6:

- Check the Design of a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Send a Publication by Email

To register or for more information call our office **(208) 898-9036** or email register@leapfoxlearning.com



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