

Course Overview:

Learn to use Microsoft Publisher 2010 to create flyers, newsletters, business cards, brochures and other types of publications. During this course, students will create text and picture frames, link text frames, and create other types of drawing objects. Both text and graphics will be manipulated using many strategies. In addition, a mail merge will be generated to create customized flyers and newsletters as well as to generate emails to clients.

Course Content:

Microsoft Publisher Environment

- Working with Publisher's new 2010 Ribbon
- Understanding the basic work area
- Viewing the various templates at startup

Creating a New Document

- Creating a new blank document
- Creating a document from one of Publisher's many templates
- Using a font and colour theme
- Creating ruler and layout guides
- Setting up personal or business information

Working with Text

- Creating text frames
- Entering and importing text into text frames
- Formatting text by changing fonts, size, type style, leading, kerning, and tracking
- Automating formatting using styles
- Rotating text
- Using tabs and indents
- Linking and unlinking text frames

Working with Graphics

- Creating picture frames
- Importing, cropping, sizing and rotating pictures
- Manipulating picture frames
- Wrapping text around graphics

Tables and Mail Merge

- Creating and formatting tables
- Adding and deleting rows and columns
- Generating a mail merge to create custom publications for specific clients
- Running an email marketing campaign by creating a merge to email