

## PUBLISHER 2010 ADVANCED

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Microsoft  
Publisher 2010  
Advanced



**COURSE LENGTH: 1.0 DAYS**

This second and final course in the Publisher 2010 series, really helps tie the previous course up and elevate Publisher skills to an expert level.

Topics like custom colors, typography, mail and catalog merges and much more are covered

This engaging training course is available now throughout Hong Kong, including Central.

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## **PUBLISHER 2010 ADVANCED COURSE OUTLINE**

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### **FOREWORD**

This Publisher 2010 Advanced training course running in Central and Hong Kong wide, builds on the skills and concepts taught in Publisher 2010: Introduction. Participants will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks.

They will also learn how to create and manage mail merge lists, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, participants will learn to customize the Ribbon and Quick Access toolbar.

### **Prerequisites:**

Publisher 2010: Introduction or equivalent experience.

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### **OUTCOMES**

- Create a brochure
- Create a business information set
- Change the color scheme
- Create tint swatches
- Create gradients
- Add elements to the Building Block Library
- Insert building blocks
- Link and replace pictures
- Work with styles
- Change font schemes
- Insert & create a type mask with WordArt
- Snap text to baseline guides
- Insert symbols & special characters
- Create sections in a publication
- Add bookmarks
- Specify a recipient list
- Customize a form letter
- Merge recipient list data with a form letter
- Create and use a form letter
- Sort & filter records
- Insert catalog pages
- Format catalog merge fields
- Send form data via e-mail
- Create hyperlinks
- Insert a navigation bar
- Publish a Web site
- Create a Ribbon tab

- Reset the Ribbon
  - Add buttons to the Quick Access toolbar
  - Customize the Quick Access toolbar
  - Reset the Quick Access toolbar
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## MODULES

### Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

### Lesson 2: Basic design options

- Publication setup
- Custom colors
- Building blocks
- The Graphics Manager pane

### Lesson 3: Typography

- Styles and font schemes
- Graphics in typography
- Precise spacing control
- Symbols and special characters

### Lesson 4: Long publications

- Sections
- Bookmarks

### Lesson 5: Mail merge and catalog merge

- Form letters
- Data sources for the recipient list
- Catalog merge

### Lesson 6: Interactive forms

- Editing Web forms
- Modifying form properties

### Lesson 7: Web site publishing

- Adding elements to a Web site
- Finalizing and publishing a site

### Lesson 8: Customizing Publisher

- Customizing the Ribbon
  - Customizing the Quick Access toolbar
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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)