Microsoft Publisher 2010 –

Instructor

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Duration

2.5 hours (An additional 30 minutes if needed for questions)

Overview

Publisher 2010 is an industry standard for creating professional-looking publications quickly and easily. Newsletters, flyers, booklets, tri-fold brochures, business cards, greeting cards, calendars, or mail/email merges can be accomplished with this robust application. Commercial printing companies welcome publications created in Publisher.

Who should attend

Anyone interested in becoming proficient in designing distributed communications with a professional touch.

Prerequisites

A basic working knowledge of Microsoft Office products.

Topics to be covered

- Basic navigation
- Working with textboxes
- Adding custom content
- Working with pre-designed templates
- Formatting options
- Defining columns
- Working with multiple page documents
- Working with images, placeholders
- Creating a document from scratch
- Creating a custom color scheme
- Using name sets
- Working with page orders when printing
- Defining output format including preparing for commercial printing
- Creating a merged document for mailing/emailing