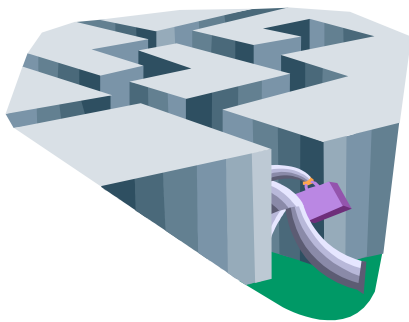


Sit down before fact as a little child, be prepared to give up every conceived notion, follow humbly wherever and whatever abysses nature leads, or you will learn nothing.

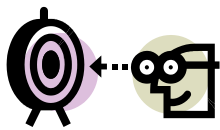
Thomas Huxley

Module One: Getting Started



Welcome to the Microsoft Publisher 2010 Advanced workshop. Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word. This course will help you learn more advanced skills for working with publications, including print, e-mail and web-based.

Workshop Objectives



Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

By the end of this workshop, you should be able to:

- Import text from another file
- Work with Text Box Overflow
- Use special characters
- Work with tab stops
- Insert the date and time
- Convert pictures to watermarks
- Make pictures transparent
- Use the Graphics Manager Task Pane
- Move, group, ungroup, align, distribute and order objects
- Add an object for multiple pages

- Use sound and motion clips with keywords
- Use animated gifs
- Create a data source, and address list and a mail merge
- Track the effectiveness of marketing materials
- Add postal bar codes to labels or envelopes
- Create a catalog
- Use the Design Checker to check for publication errors
- Set Commercial Print Information
- Send files via email
- Save files as different formats, including XPS
- Use the Pack and Go Wizard to prepare a publication for commercial printing

Pre-Assignment Review

The purpose of the Pre-Assignment is to get you thinking about the features of Publisher 2010 that you are already using and where you need or want to improve. Review a list of topics and use a rating system to indicate your interest in the topic. Take a moment to review the list and highlight areas of interest.

