

Training Course Information

Course Name: Publisher 2010 Basics

Course Overview: This course demonstrates the various features that will prove very useful to anyone using Microsoft Publisher. Learn how to create publications for any purpose.

Topics Include:

- Text Properties
- Page Numbers
- Date & Time
- Format Painter
- Background
- Building Blocks
- WordArt
- Shapes
- Templates

Pre-Requisites: An Introduction to Publisher 2010 or equivalent knowledge

What's Next? Publisher 2010 Basics – The Next Step

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.