

**Module 1 – Getting Started in Publisher**

- What is Desktop Publishing?
- Desktop Publishing Guidelines
- The Publisher 2010 Window
- Working with the Ribbon and Quick Access Toolbar
- Backstage View
- Using the Microsoft Publisher Catalog
- Setting Viewing Options

**Module 2 – Customizing Publications**

- Creating the Publication
- Choosing Options
- Working with Objects
- Formatting Text
- Changing Graphics
- Changing Object Colors
- Using Fill Effects
- Printing the Publication

**Module 3 – Creating a Flyer from Scratch**

- Starting a Blank Publication
- Specifying Page Layout Options
- Setting Margin Guides
- Working with Text Boxes
- Adding Graphics
- Using Tables in Publisher
- Working with Drawing Tools
- Changing the Stacking Order of Objects
- Selecting Multiple Objects
- Setting Object Alignment
- Grouping

**Module 4 – Creating a Newsletter from Scratch**

- Setting up the Publication
- Adding Pages
- Using Master Pages
- Adding Page Numbers
- Creating Column Guides
- Using Ruler Guides
- Hiding/Displaying Guides
- Creating a Masthead
- Inserting Text from Microsoft Word
- Flowing Text from Page to Page