

Microsoft Publisher 2010 Training Classes in Houston

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  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
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Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Publisher 2010 - Training Classes in Houston, Texas

Microsoft Publisher 2010: Level
1

Training Course Content

Lesson 1: Getting Started with
Publisher 2010

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Topic
1A: Identify the Components of the
Publisher Interface

Topic 1B:
Customize the Publisher Interface

Topic 1C: Create a Basic Publication

Topic 1D: Add Content to a Publication

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Lesson 2: Modifying the

Layout and Structure of a Publication

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Topic 2A: Import Text into a Publication

Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout

Topic 2C: Control the Display of Content in Text Boxes

Topic 2D: Insert Common Layout Elements

Topic 2E: Use Building Blocks

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Lesson 3: Formatting Text in a Publication

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Topic 3A: Format Text

Topic 3B: Format Paragraphs

Topic 3C: Apply Paragraph Styles

Topic 3D: Apply Schemes

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Lesson 4: Editing Content in a Publication

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Topic 4A: Edit Text in a Publication

Topic 4B: Present Content in Tables

Topic 4C: Review Text in a Publication

Topic 4D: Insert Symbols and Special Characters

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Lesson 5: Formatting Graphics in a Publication

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Topic 5A: Customize the
Appearance of Pictures

Topic 5B: Add
Graphical Objects to a Publication

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Lesson 6: Preparing a
Publication for Distribution

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Topic 6A: Check the Design
of a Publication

Topic 6B: Save a
Publication for Distribution

Topic
6C: Preview and Print a Publication

Topic 6D: Send a Publication by Email

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