## Publisher 2010
### 1 Day Introduction
#### Course Outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Content</th>
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</table>
| 1       | **Desktop Publishing Basics**  
  - Set layout guides  
  - Change views of the page  
  - Draw, resize, move and delete shapes  
  - Shade, flip and rotate shapes  
  - Add, resize, move and delete clipart  
  - Add, edit, format, resize and move WordArt  |
| 2       | **Creating Flyers and Posters**  
  - Change the page orientation  
  - Add BorderArt to a page  
  - Create a text frame  
  - Edit and format the text in a text frame  
  - Use the spelling checker  
  - Use WordArt, Clip Art, shapes and text to create a flyer  |
| 3       | **Using the Design Assistant**  
  - Modifying a flyer created using the Design Assistant  
  - Modifying a card created using the Design Assistant  
  **Creating Multiple Page Publications**  
  - Working with multiple pages  
  - Importing text from a word processor  
  - Flowing text from one frame to another  
  - Producing a simple newsletter  |
| 4       | **Using Tabs and Tables**  
  - Set and use tabs  
  - Indent text  
  - Add bullets or numbering to text  
  - Create, format and edit tables  
  - Use the Design Assistant to create a calendar  
  **Using The Master**  
  - Using the Master  
  - Using Headers and Footers  
  - Add page numbers  |

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