Course Title: Microsoft Publisher in a Day

Course Description:
Learn the basics of desktop publishing using Microsoft Publisher. Use Publisher’s automatic formatting features and templates to produce professional-quality brochures, flyers, business cards, and newsletters. Work with pictures, text, frames, objects, and tables. Use Publisher to create web pages and learn how to prepare a publication for a printing service. Great class for small businesses and educational professionals.

Course Prerequisite(s):
Microsoft Windows and some word processing experience

Course Objectives:
1. Use the formatting features and templates to produce business-related materials.
2. Design a project, complete with text, graphics, and tables.
3. Utilize editing techniques.
4. Apply this knowledge to personal tasks.

Textbook(s):
Using Microsoft Publisher 2010

Lesson Plan – by week or session
AM Session:
An introduction to Publisher 2010
Getting Started with Publisher 2010
Working with Visual Elements
Design and Layouts
Working with Longer Documents

PM Sessions:
Tables
Finalizing Your Published Document
Printing Your Documents
Publishing Online
Bulk Mailing Techniques