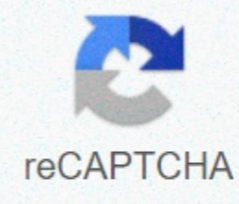




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## Microsoft office publisher 2010 tutorial pdf

Microsoft Publisher 2010 is a program designed to help you create publications or documents that you print and distribute. In this lesson you will learn about the pros and cons of using Publisher 2010. You'll also learn about the Publisher interface, including the Ribbon, rulers and guides interface, and the Backstage view. Get to know Publisher 2010 Even if you've never used Publisher before, you'll probably find the interface familiar, as it has many of the same features as other Microsoft Office programs. However, it does include a number of features specifically designed for publishing creation. If you used Publisher, you'll recognize these features, but you'll also see some minor changes to the 2010 version. Publisher provides templates and other tools to help you create a variety of publications, including brochures, newsletters, business cards, and menus. Examples of Publisher 2010 publications As you may know, you can perform most, if not all, of the tasks listed above in Microsoft Word. So why not create publications using that program instead? One of the advantages of Publisher is that it provides more control over certain aspects of your publication. For example, Publisher offers a work environment that makes it easy to work with documents in different sizes and shapes. It also has a greater variety of tools to help you arrange and align text, images, and other objects within the page margins. The Publisher interface Although Publisher has certain advantages, it also has the disadvantage that it is the least developed program in the Office 2010 suite. It doesn't include the theme colors, advanced image editing tools, or many of the other new features that are present in Word and PowerPoint 2010. In fact, in terms of these features Publisher 2010 is more similar to Publisher 2007 and 2003 than it is to other current programs in the Office suite. If you start using Publisher 2010, you'll notice that you'd rather create certain types of publications in Word. Learn publisher Although this course is an introduction to Publisher, it is not intended for people who are not familiar with word processing. If you want to learn how to use Publisher with our course, you should already know how to use Microsoft Word. If you're not comfortable with Word yet, check out our Word 2010 tutorial. Introduction to the Publisher 2010 environment If you're familiar with Publisher 2007 or 2003, you'll see a few changes to the 2010 interface. The most important change is the addition of the ribbon, which appears in all Office 2010 programs. Publisher has also added the backstage view, which we will discuss later in this lesson. In the other ways, the Publisher environment is pretty much the same as in previous editions. If you're new to Publisher, you should take the time to familiarize yourself with the interface. Check out the interactive to learn more about the ribbon and other in the Publisher 2010 environment. View multi-page publications as one page or a two-page spread. To switch back and forth between these views, click the icons on the Views toolbar. To see more or less details in your publication, zoom in or out by clicking and dragging the slider. Guides are horizontal and vertical lines that appear on your publication as you edit them. They help you align text, images, and other objects on the page. Rulers are located on the top and left side of your publication. They make it easier to accurately customize and move items such as images and text blocks. The ribbon contains all the commands you need to perform common tasks. It has multiple tabs, each with different groups of commands. Additional tools tabs appear when you format certain items such as images or text boxes. The Quick Access Toolbar gives you access to common commands, regardless of the tab you use on the ribbon. By default, the Save, Undo, and Repeat the commands appear. In the Page Navigation panel, you view and work with the pages in your publication. You add, delete, rearrange, and duplicate pages in the Page Navigation panel. You also organize your pages in Sections. Working with the Publisher 2010 environment One of the first things you might notice when you open Publisher is that the rulers and guidelines used to list document components are slightly different from those in other Office programs. Other features of the Publisher environment may seem more familiar. For example, you'll recognize the ribbon where you'll find the commands you need to perform common tasks in Publisher. The ribbon The ribbon contains multiple tabs, each with different groups of commands. Some tabs, such as Text Box Tools or Picture Tools, appear only when you work with certain items such as text boxes or images. The Publisher ribbon viewing tools provide a group of display tools that help you manage the layout of your text, images, and objects on the page. These display tools are for your editing purposes only. They can be turned on and off and will not appear in your print publication. To open and choose the View tab, select the View tab and search for the Show group. Click the check boxes of the different display options to turn them on and off. Tools for viewing publications include: LinialenU use the rulers on the left and at the top of your publication to help you text, images put other objects in a row and get a clearer picture of exactly where those objects appear on the printed page. When you select an object in your publication, a white space appears on the rulers to show the object's location. The Rulers Baselines are evenly distributed horizontal lines that you use to line text. Learn more about automatically aligning text on your in the Working with Text lesson. Baseline borders are dark blue dotted edges that appear around your objects. Displaying object boundaries can be useful when you align objects or rework text. Object Borders Guides Guides are thin lines that help you align different objects. There are two types of guides:Margin Guides, which are blue lines that highlight the edges or margins of the printable area on each page of your publication. Margin guides are created automatically when you set your page margins. Margin Guides Limit guides, green lines that you add anywhere in your publication. Customizable Green Guides To add green guides: Click the horizontal or vertical ruler. Create a vertical guide Drag your mouse to your publication and have the guide added to the desired location. Drag the guide to the desired locationOur guide is posted. You move it at any time by clicking and dragging it. The Backstage Added view In Publisher 2010, the options for saving, printing, and creating publications are in the Backstage view. It is similar to the Office Button Menu of Publisher 2007 or the file menu of previous versions of Publisher. However, unlike these menus, it's a full-page view, making it easier to work with. To open the Backstage view, click the File tab. Click the File tab to open the Backstage view See the interactive overview below to learn more about the different things you're doing in the Backstage view. Here you can change several Publisher options. For example, you can adjust spelling and grammar checker settings, Auto Recovery settings, and Language Preferences. From the Help panel, you can access Microsoft Office Help or check for updates to your software. Save & Send offers options that allow you to save your publication as a PDF, image, or web page, or send it as an email. You also pack your publication so that you send it and any of the custom fonts, images or other files to another computer. In the Print panel, change print settings and print your publication. You also see an example of what the publication will look like on the page. From here you can create a new, blank publication or choose from a large selection of templates. Info contains information about the current publication. You also edit business information if you want Publisher to automatically add information such as your company's address and phone number to the publications you create from templates. In addition, you use the design checker to find issues that may negatively affect your printed publication. If you plan to professionally printed, you also change the settings for commercial printing. In the Recent panel, you can easily access recently edited publications and file folders. Trusted tasks such as Save, Save As, Open, and Close can now be found in View. Challenge! Open Publisher 2010 on your computer. A new blank publication is created. (You must exit the Backstage view to view it.) Click through all tabs and see how the ribbon options are changed. Try turning different viewing tools on and off. Add a green guide. Return to the Backstage view to view your publishing information. Close publisher without saving publication. /en/publisher2010/producing-a-publication/content/ /en/publisher2010/producing-a-publication/content/

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