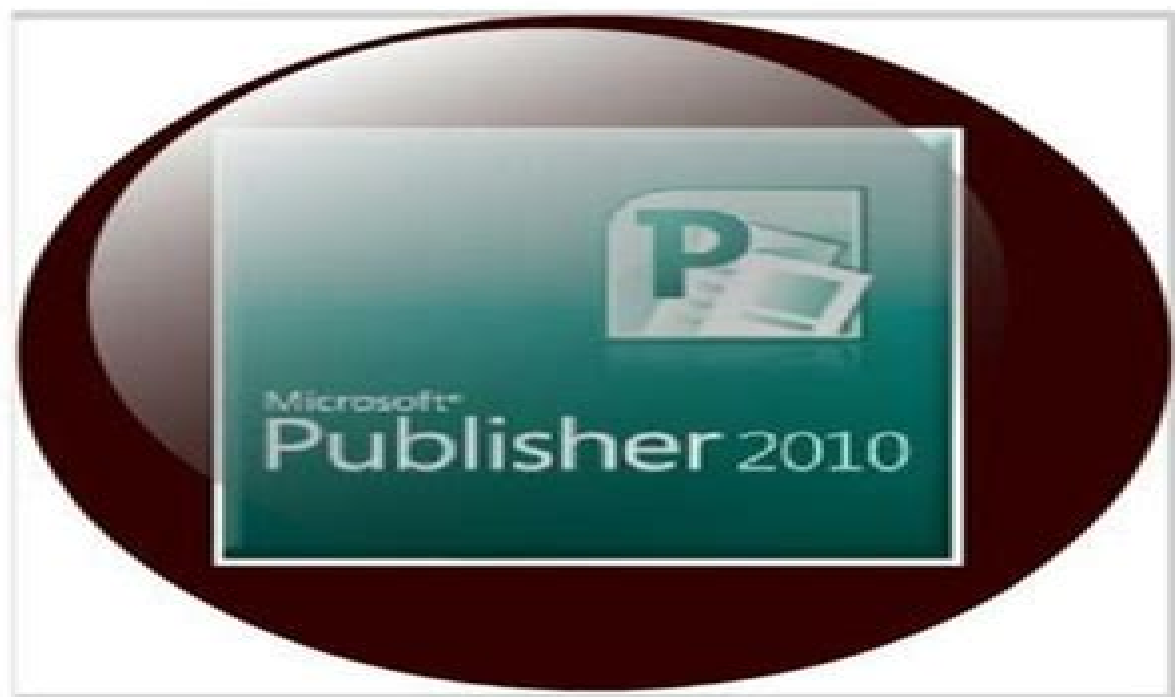


2012

Instructor:

Fredy Antonio Acevedo Domínguez.



MANUAL DE MICROSOFT PUBLISHER 2010

Principales procesos en Microsoft Publisher 2010.
Ejemplos y diseños de documentos.

Microsoft Publisher 2010 Manual

Jianjun Gao



Microsoft Publisher 2010 Manual:

Microsoft Publisher 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-01 Complete classroom training manual for Microsoft Publisher 2019 124 pages and 64 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create publications format objects customize schemes create tables perform mailings prepare print files and much more Topics Covered Getting Acquainted with Publisher 1 The Publisher Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mode 7 The Scroll Bars 8 The Page Layout View Buttons 9 The Zoom Slider and Zoom Button 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Publications 1 Creating New Publications 2 Changing the Publication Template 3 Using Business Information 4 Saving Publications 5 Closing Publications 6 Opening Publications 7 Inserting New Pages 8 Deleting Pages 9 Moving Pages Basic Skills 1 Inserting Text Boxes 2 Inserting Shapes 3 Adding Text to Shapes 4 Inserting Pictures Saved Locally 5 Inserting Online Pictures 6 Inserting Picture Placeholders 7 Using the Scratch Area 8 Moving Resizing and Rotating Objects 9 Deleting Objects 10 Using Find and Replace 11 Using AutoCorrect 12 Inserting WordArt Formatting Objects 1 Formatting Text 2 Formatting Shapes 3 Formatting Pictures Using Building Blocks 1 Creating Basic Building Blocks 2 Using Building Blocks Master Pages 1 Using Master Pages Customizing Schemes 1 Creating a Custom Color Scheme 2 Creating a Custom Font Scheme 3 Customizing Page Backgrounds Using Tables 1 Creating and Deleting Tables 2 Selecting Table Elements 3 Inserting and Deleting Columns and Rows 4 Merging Text in Table Cells 5 Modifying Text in Table Cells 6 Formatting Tables Page Setup and Layouts 1 Using Page Setup 2 Using Layout Guides 3 Using the Rulers Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Previewing a Merge 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Merging a Catalog Printing 1 Previewing and Printing 2 Using the Pack and Go Feature 3 Sharing and Exporting Publications Helping Yourself 1 Using Publisher Help Microsoft Publisher 2010 EZ-Ref Courseware,2010-12-15 B W Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft Publisher 2010 To download the exercise files that accompany this title please visit <http://www.ezref.com> exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in Microsoft Publisher 2010 One Day 6 8 hours MS Publisher Basics Screen Menu Quick Access Toolbar Ribbons ToolTips Using Help Creating a New Publication Changing Views Viewing Options Saving Opening Files Spell Checker AutoCorrect Changing Publication Options Inserting Deleting Pages Page Numbering Headers and Footers Working with Layout and Ruler Guides Printing Files Basic Editing Deleting Undeleting Redoing Formatting Text Fonts Point Size Color Adjusting Margins Line Spacing Alignment Identifying Text Overflow Text Autofit Options Indenting Centering Right Aligning Text Using the Format Painter Adding Bullets and Numbering Using the Ruler The Measurement Toolbar Adding Drop Caps Using the Thesaurus

Inserting Date Time Symbols Special Characters Copying Moving Using the Office Clipboard Working with Layers Adding Text Graphic and Clipart Objects Working with Tables Adding WordArt Pictures and Building Blocks Inserting Hyperlinks Creating Web Pages E mailing Publications Editing the Master Page Using the Design Checker Preparing for Commercial Printing *Microsoft Publisher 2010 (English version)* AMC College,200? Publisher 2010 is a desktop publishing program that is used to create flyers notices menus newsletters cards etc This manual shows a step by step to create a publication and give individuals and small to medium sized businesses the ability to quickly and easily create printable materials

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The book delves into Microsoft Publisher 2010 Manual. Microsoft Publisher 2010 Manual is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Publisher 2010 Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Publisher 2010 Manual
 - Chapter 2: Essential Elements of Microsoft Publisher 2010 Manual
 - Chapter 3: Microsoft Publisher 2010 Manual in Everyday Life
 - Chapter 4: Microsoft Publisher 2010 Manual in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Microsoft Publisher 2010 Manual. This chapter will explore what Microsoft Publisher 2010 Manual is, why Microsoft Publisher 2010 Manual is vital, and how to effectively learn about Microsoft Publisher 2010 Manual.
 3. In chapter 2, this book will delve into the foundational concepts of Microsoft Publisher 2010 Manual. This chapter will elucidate the essential principles that must be understood to grasp Microsoft Publisher 2010 Manual in its entirety.
 4. In chapter 3, this book will examine the practical applications of Microsoft Publisher 2010 Manual in daily life. The third chapter will showcase real-world examples of how Microsoft Publisher 2010 Manual can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Microsoft Publisher 2010 Manual in specific contexts. The fourth chapter will explore how Microsoft Publisher 2010 Manual is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Microsoft Publisher 2010 Manual. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Publisher 2010 Manual.

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