

Software Application Training

WEST CHESTER UNIVERSITY



Introduction to Publisher 2010 Tutorial

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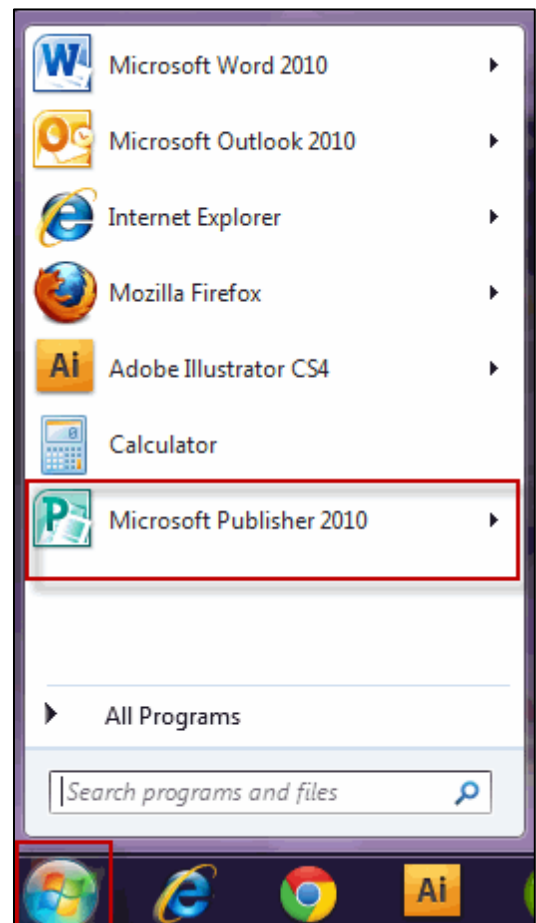
Introduction:

Welcome to Microsoft Publisher 2010! Publisher is a program that allows users to create professional documents such as newsletters, flyers, brochures, gift certificates, and business cards. This unique program includes several different pre-designed templates that make it quick and easy to create a professional-looking document.

Accessing

Accessing Publisher 2010 can vary from the instructions below depending on the computer you are working on because it could be either pinned to the Start menu or in the All Programs folder.

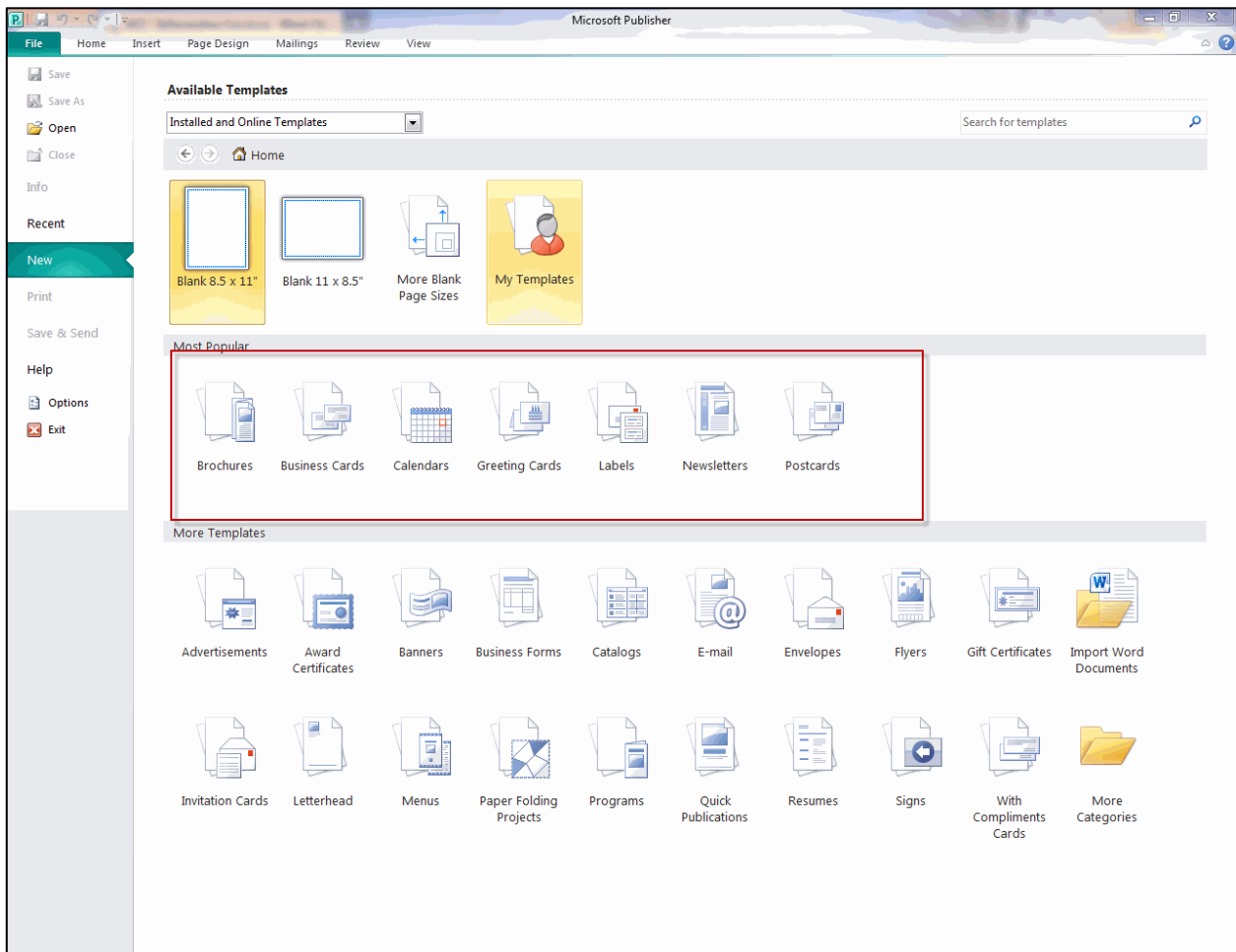
- 1.) From the start menu, select the icon that has newspapers and a “P” on it.
- 2.) Click the icon and you will be brought to the “Getting Started with Microsoft Office Publisher 2010” or Publication Type Wizard.



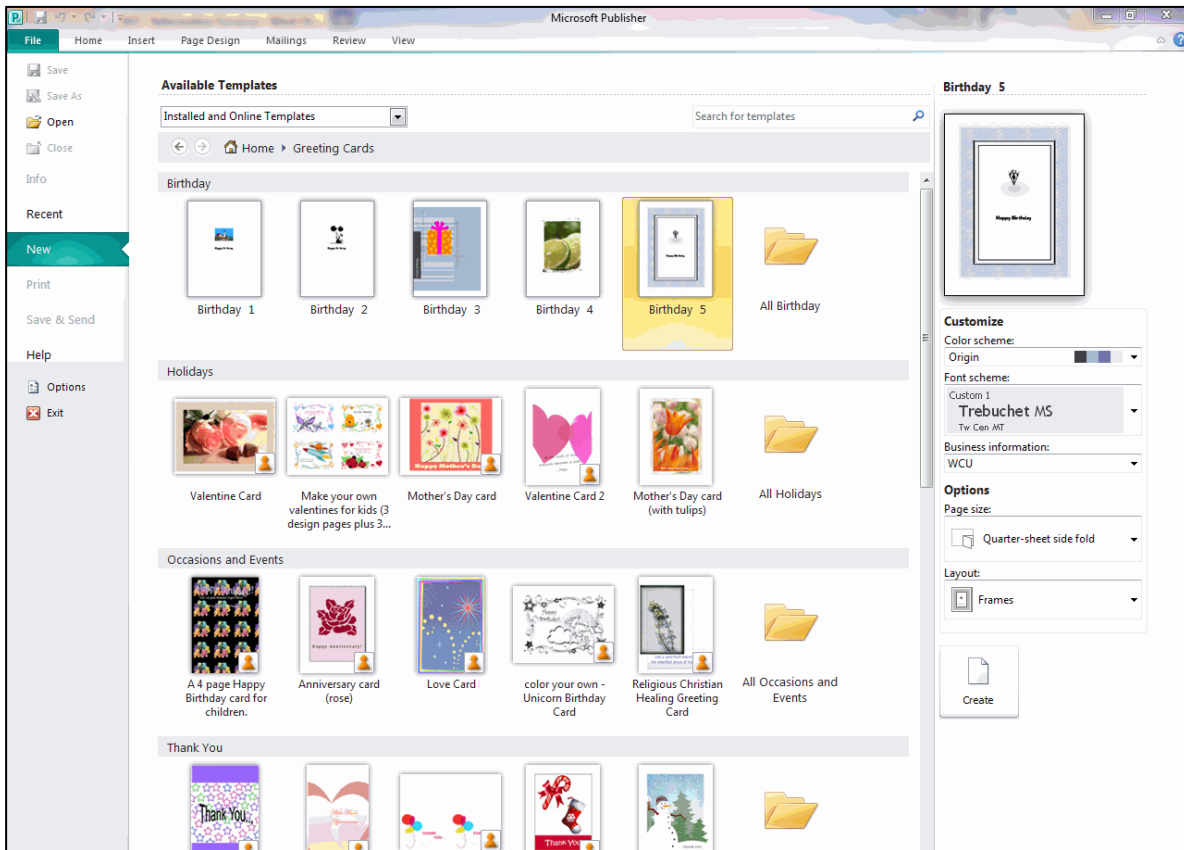
Getting Started

Much like other applications in Microsoft Office, you will be brought to different templates that you can choose from for the style you wish to use.

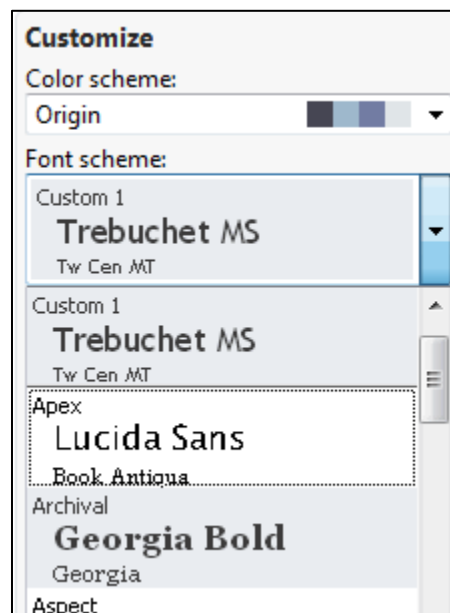
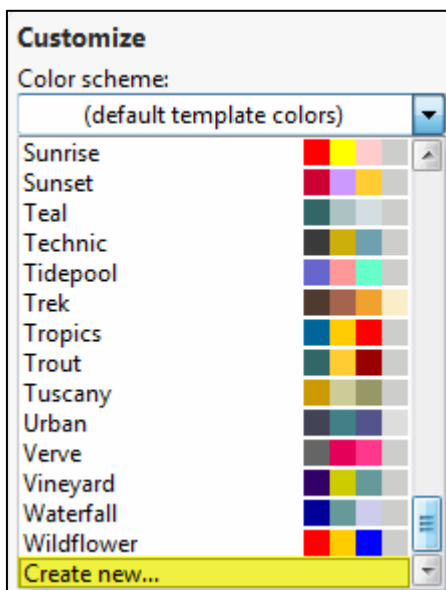
- 1.) Under the “most popular” templates or “more templates” select a category from the list below (e.g. gift certificate, banners, and newsletter).



2.) Select a template (i.e. if you choose greeting card, you'll be brought to holiday, birthday, and sympathy cards; see below).



The template can be customized to your liking by changing the options located in the right hand pane. If you would like to create your own color and font schemes, simply scroll to the bottom of the list and select "Create New".



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