

Easy Steps



Unit 2792 (v7)

Produce simple desktop published documents using templates

with

Microsoft Publisher 2010

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

A Cheryl Price Publication

Unit Standard 2792 (Version 7)

Produce simple desktop published documents using templates - Publisher 2010

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 2792 - GENERIC COMPUTING (Level 1, Credit 2)

Produce simple desktop published documents using templates
(version 7).

All topics in this Unit Standard are included in this book.

Retrievable exercise files are used with this book. These are available for free download from our web site at www.cherylprice.co.nz. Instructions for downloading are included on the next page.

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Cheryl Price
T.Dip.WP, T.Dip.T.

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Cherylprice.co.nz Limited

PO Box 187
Matakana
Auckland 0948


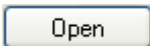



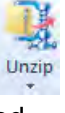

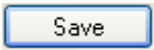
Phone: (09) 422 7230
Mobile: 021 715566
Fax: (09) 422 7236

Web address:

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Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:


1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1077 465 1380 645" data-label="Image"> </div>
4	Click on 
5	Click on US 2792
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V7 Publisher 2010 Free Download The File Download dialog box will display.
7	If you have Winzip use the following instructions otherwise move to step 8.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder.
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
8	Click on  Save as then click on the Documents folder shown at the right. Click on  <div data-bbox="1045 1601 1348 1736" data-label="Image"> </div>
9	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.


Changing Defaults

Default settings may have already been changed in your Publisher 2010 program. You can check these and change them if necessary as follows. We have used the following defaults throughout this book, ie Arial font, 12 pt font size and paragraph options with 0 pt Line spacing, After paragraphs and 1 sp Between lines.

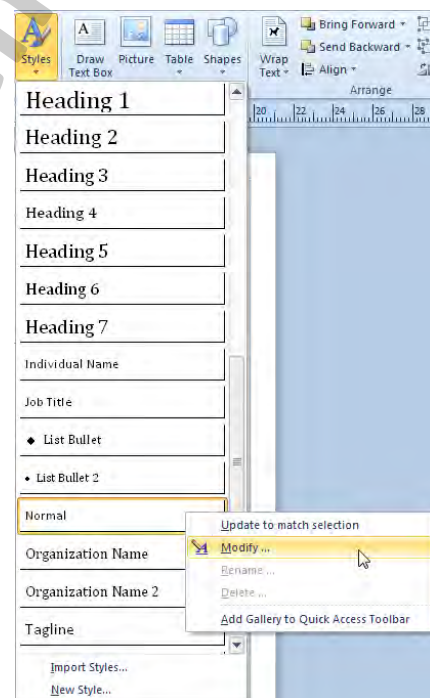
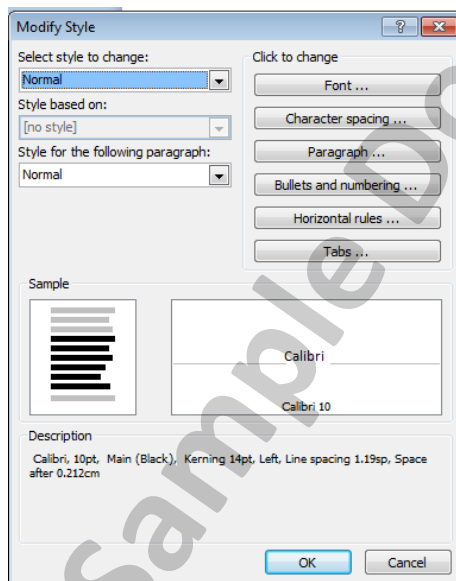
Font and Font Size

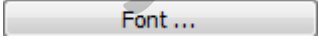
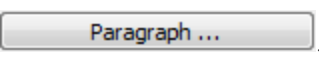
You can check if the font and font size have been changed by looking at the Font box on the Home tab. If it shows **Calibri (Body)** **10** then it has not been altered. Change the default font to Arial 12 pt (or another font, eg Times New Roman 12 pt) as follows:

- 1 In a new publication click on the Insert tab and then on . Draw a text box in your publication.

- 2 On the Home tab click on .
- 3 Scroll down the list of styles until you see Normal. Right-click and select Modify as shown at the right.

The Modify Style dialog box will be displayed as shown below.



- 4 Click on  and select Arial 12 pt (or font of your choice). Click on OK.
- 5 Click on . Change the Before paragraph: option to 0 pt and Between lines: to 1sp as shown at the right. Click on OK.
- 6 Delete the text box by pressing the Delete key.
- 7 Click on the File tab and select Save As. You need to type the pathname of the location of your Publisher templates which is usually the following:

C:\Users\User Name\AppData\Roaming\Microsoft\Office\normal.pub

- 8 Click on the Save button.

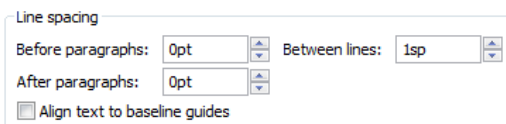


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Unit Standard 2792 (Version 7)

Title	Produce simple desktop published documents using templates		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to produce, proof and print simple desktop published documents using templates.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- 1 This unit standard covers the creation of three desktop published documents, each with the support of a template (or templates). It does not assess design in terms of layout.
- 2 Specifications for each document will be provided and must include but are not limited to – size and orientation, type and purpose of document, use of colour, file management, print layout requirements.
- 3 Legislation relevant to this unit standard includes but is not limited to the: Copyright Act 1994; Copyright (New Technologies) Amendment Act 2008; and any subsequent amendments.
- 4 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm. 'The Computing Process - a clarification document' and a specific combined brief and task resource for assessing against unit standard 2792 can be found on the NZQA website.

Outcomes and evidence requirements

Outcome 1

Produce simple desktop published documents using templates.

Evidence requirements

- 1.1 Templates selected are appropriate for the type and purpose of the document.
- 1.2 Graphics and text are selected, oriented and sized according to the supplied specifications.
- 1.3 Colour is selected and used according to the supplied specifications.
- Range may include but is not limited to – font colour, fill colour, background colour, image colour.
- 1.4 The document files are managed according to the file management specifications provided.
- Range may include but is not limited to – file type, file name, file location.

Outcome 2

Proof and print the documents.

Evidence requirements

- 2.1 The documents are proofed and edited, as required, to meet the supplied specifications.
- 2.2 The documents are printed in accordance with the supplied specifications.

Planned review date	31 December 2016
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2015
Rollover and Revision	7	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Exercise Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

Names of files	
Anniversary Horseshoe	Jones Plumbing Logo
Flowers by Anne Logo	Roses
Flowers	To Mom
Grandchildren	Swan Lake Ballet
John and Lynne	

Sample Document

Sample Document

Theory

Getting Started with Microsoft Publisher 2010

Learning Outcomes

At the end of this section you should be able to -

- ☐ Identify desktop publishing tools
- ☐ Identify different types of publications
- ☐ Start and exit Microsoft Publisher 2010
- ☐ Understand the Microsoft Publisher 2010 screen and options
- ☐ Create a Christmas card and birthday card
- ☐ Understand Microsoft Publisher 2010 tabs
- ☐ Read about proofing and editing a document, paper styles, sizes and folds

Desktop Publishing Information

Desktop publishing software enables the production of documents, magazines, newspaper pages, etc to be achieved using a computer and a high quality printer, eg laser printer. Various kinds of graphics can be printed on the same page and lines, boxes, shading and colour can be incorporated.

The printed output can be distributed as it is, photocopied or scanned, or it can be used as camera-ready copy for an offset printer.

The concept of producing a document using desktop publishing software is entirely different from that used in word processing programs. Desktop publishing techniques require the layout of a page to be planned in advance, to allocate areas for pictures, graphic displays, etc. Text and/or graphics can be imported from other programs.

Equipment required:

Computer with a hard disk and desktop publishing software.

Mouse - Use a mouse for drawing boxes, lines, moving graphics and text around the page. When using menus, a combination of shortcut keys and mouse can be used.

Printer - A good quality printer is essential, usually a laser or ink-jet.

Optional - Scanner for photographs, drawings, etc from other documents to be incorporated. Digital camera.



Desktop publishing programs currently in use include:

- Microsoft Publisher 2010
- Microsoft Office Publisher 2007
- PageMaker 7.0
- Corel Ventura 10
- QuarkXpress 6

Desktop Publishing Tools

A desktop publisher uses specific tools to produce a publication - computer, monitor, keyboard, mouse, printer, scanner and sometimes a digital camera.

The basic set up for desktop publishing is shown below.



Computer

A computer used for desktop publishing needs to be powerful, as many publications will require additional memory. Complex graphics and lengthy publications use a large portion of the resources of a computer. A PC computer with at least 1 GB (Gigabyte) of RAM (Random Access Memory) and a large hard disk drive is required to store desktop publishing programs, together with graphics and publications. A USB drive or CD ROM/Writable drive can be used to store additional graphics and publications as required.

Large Monitor

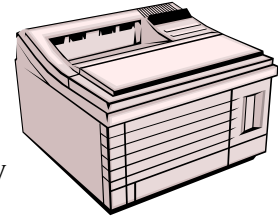
A large monitor can display an entire page of a publication without the user having to zoom in to view text/objects. This prevents headaches and eyestrain.

Printer

A high quality printer is necessary to print the final copy of a publication unless you are sending the file to a print service bureau. Your printer will need to have sufficient memory to interpret the publication/graphic.

The print speed can vary and is measured in PPM (Pages Per Minute). However the speed of the printer is not as important as quality and memory capability. DeskJet and Laser printers (sometimes with colour facilities) produce a high quality of print and are commonly used by desktop publishers.

The print quality will vary from printer brand to printer brand. DPI stands for Dots Per Inch - the higher the number of dpi the finer the printer - 600 dpi is finer than 300 dpi.

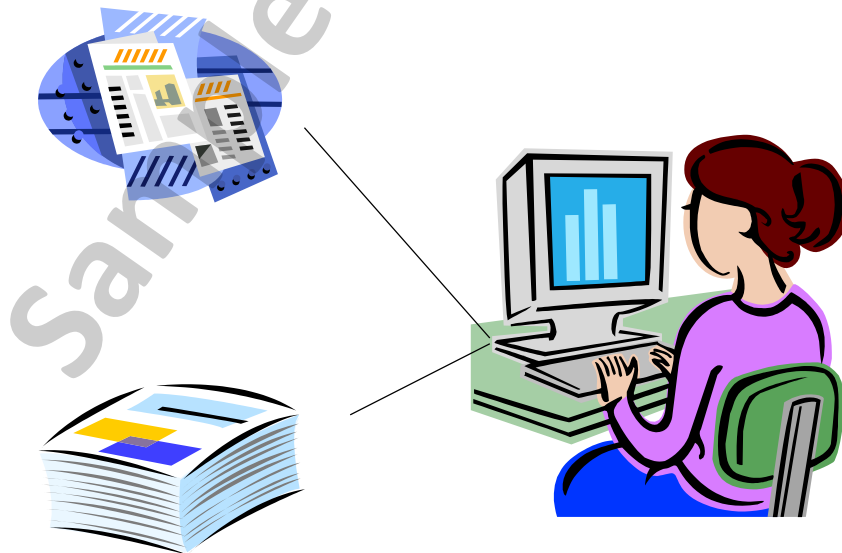


Scanner and Digital Camera

A scanner can take a copy of an image and place a copy of that image into your computer. It can be edited and adjusted as required, then positioned in a publication. The scanner shown at the right is called a “flat bed scanner” as it sits on a desk. You can also purchase scanners that can be held in the palm of your hand - called “hand held scanners”. These are not so easy to use and do not tend to produce good scanned images.



A digital camera allows you to take photos and then transfer the photos into your computer. The photos can be edited and adjusted as required, then used in a publication.

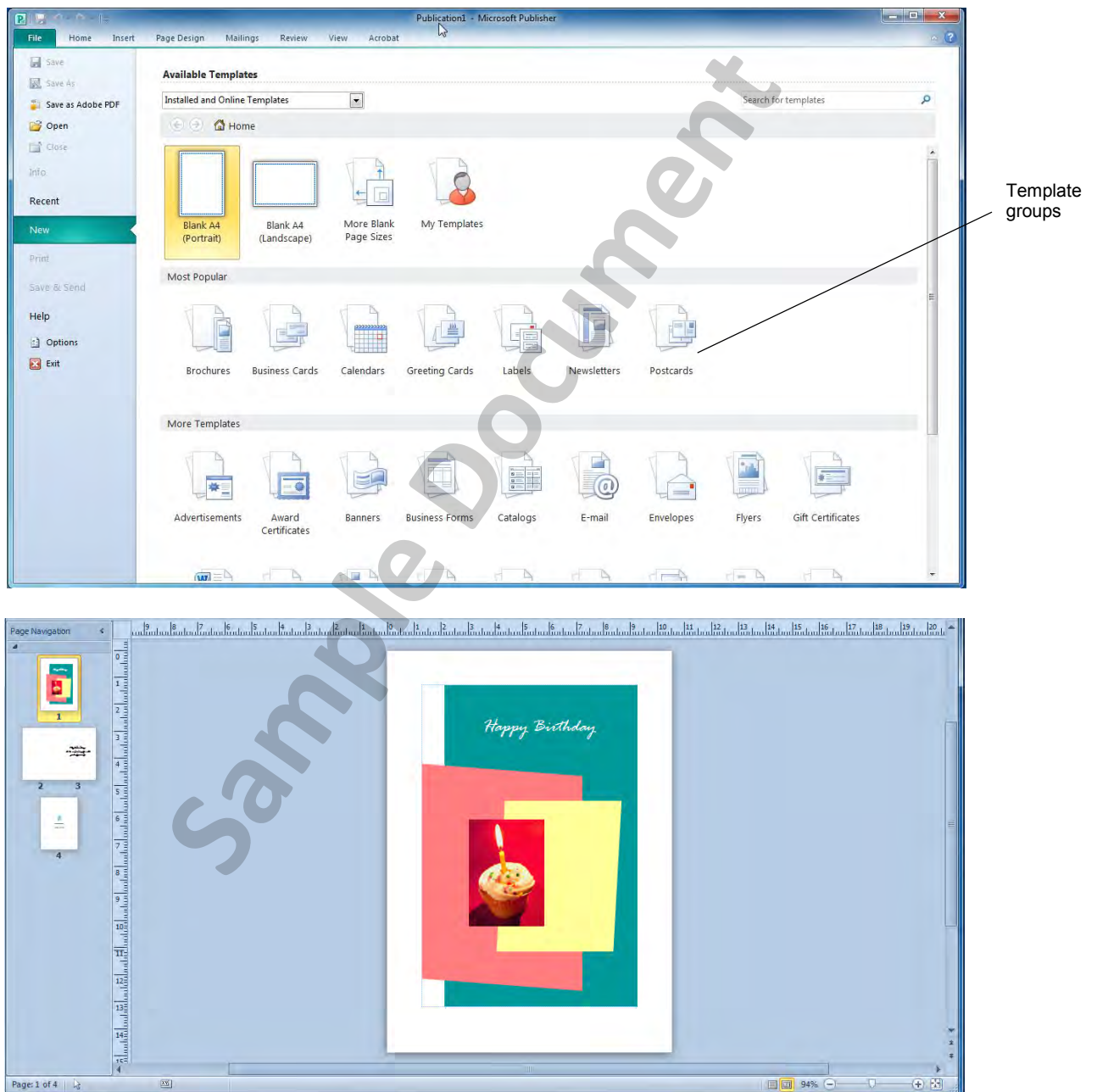


Templates

A *template* is a blue print or an outline for a *publication* that you will create. It includes colour schemes, font schemes, sample text etc that you can change.

There are several different types of templates that can be used to create publications in Publisher. Templates marked with an * are created in this book using step by step instructions. (Additional publications such as Signs are also created.)

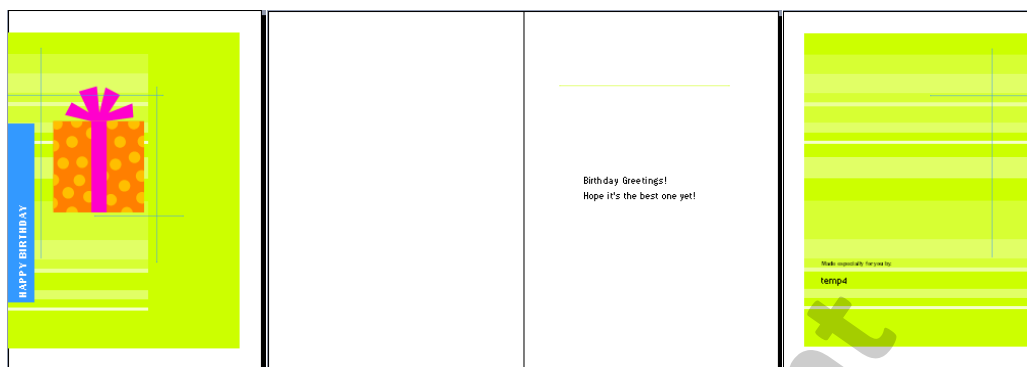
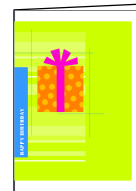
The templates in Publisher include pre-designed publications with options that allow you to customise a publication to suit your needs, eg if you choose a thank you card you can select the style of card, colour, card message, etc.



The template that you choose should be appropriate to your target audience. For example you would not select a brightly coloured certificate with hearts on it for a person who has just completed a business course.

Cards* and Invitations*

Publisher has templates for creating greeting and invitation cards. These are created using a single A4 page which is folded into an A5 card. To view some of the different cards available in Publisher see Paper Styles and Folds on page 8.



Cover, Inside Pages, Back

Banners*

A banner is a sign that is short and wide, which will typically stretch across a doorway or be hung up on a wall. Banners are used to help decorate a room and express a message, eg Congratulations, Welcome or Happy Birthday.



Calendars*

A calendar template in Publisher can be a monthly or annual calendar that displays the days or months in a year. You can choose a monthly calendar where each page of the document displays the days in a month. An annual calendar will display the months of the year on one page.

Wallet size calendars are also available.

Calendars can be customised by adding in your own name, address, pictures, etc. You can also choose which months and years you require.



One month per page



One year per page

Flyers*

Flyers can be produced in Publisher using the Quick Publications option or using a Flyer template. A flyer is mostly used to advertise a special offer, special event, garage sale, etc.



Certificates*

Award Certificates are great for acknowledging those who have achieved success, or to acknowledge that they are appreciated when they have done something. There are several different styles of templates available that you can enter details into and customise to suit your own needs. You can also create Gift Certificates.



Brochures

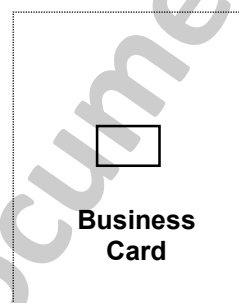
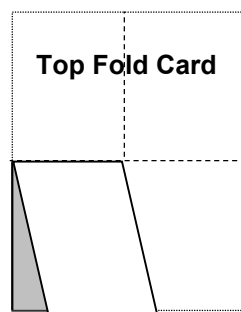
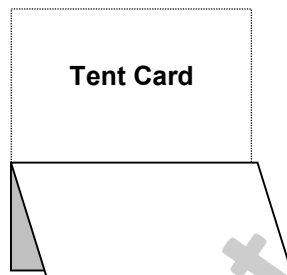
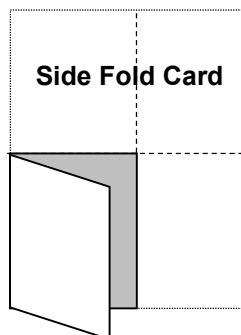
Brochures are usually a folded A4 page with information about a product or service. They are used to advertise/promote a product or service. The most common brochure in Publisher is the three panel brochure shown below.



Inside, Outside

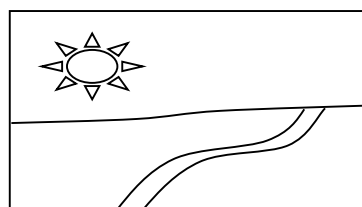
Paper Styles and Folds

In Publisher you can create documents that can be folded to create cards and print documents that have been designed for unusual paper sizes (styles). A selection of paper styles and folds are shown below.




Orientation

Orientation is how the page is set up to display content, eg portrait orientation is used to describe the page orientation that is the same as a portrait painting (long and narrow) and landscape orientation relates to a landscape painting which is short and wide.



Starting Microsoft Publisher 2010

Exercise 1

- 1 Click on the Start button  (located in the bottom left corner of the screen).
- 2 Move the mouse pointer to All Programs.
- 3 Move to Microsoft Office, and then to Microsoft Publisher 2010, as shown below, and click.

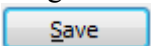


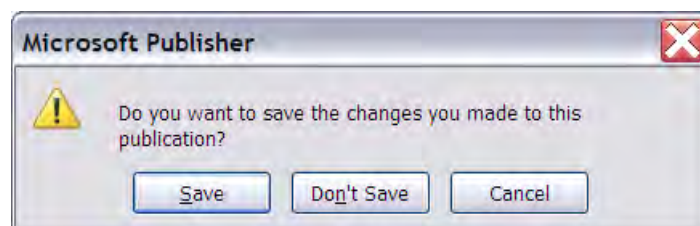
After you have used Publisher a few times Microsoft Publisher 2010 will be displayed on the Start button on the list of programs that is displayed above All Programs.

Exiting Microsoft Publisher 2010

Double click on the Control Menu Box  at the top left of the screen

OR click on the **File** tab and choose  Exit

Note If you have not saved all open publications before exiting Publisher the following dialog box will appear on the screen. You would then click on .



Microsoft Publisher 2010

Publisher 2010 is an easy-to-use desktop publishing application. The tools in Publisher allow for the production of documents, magazines, newspaper pages, etc. Text and various types of graphics, including lines, boxes and shapes can be printed on the same page.

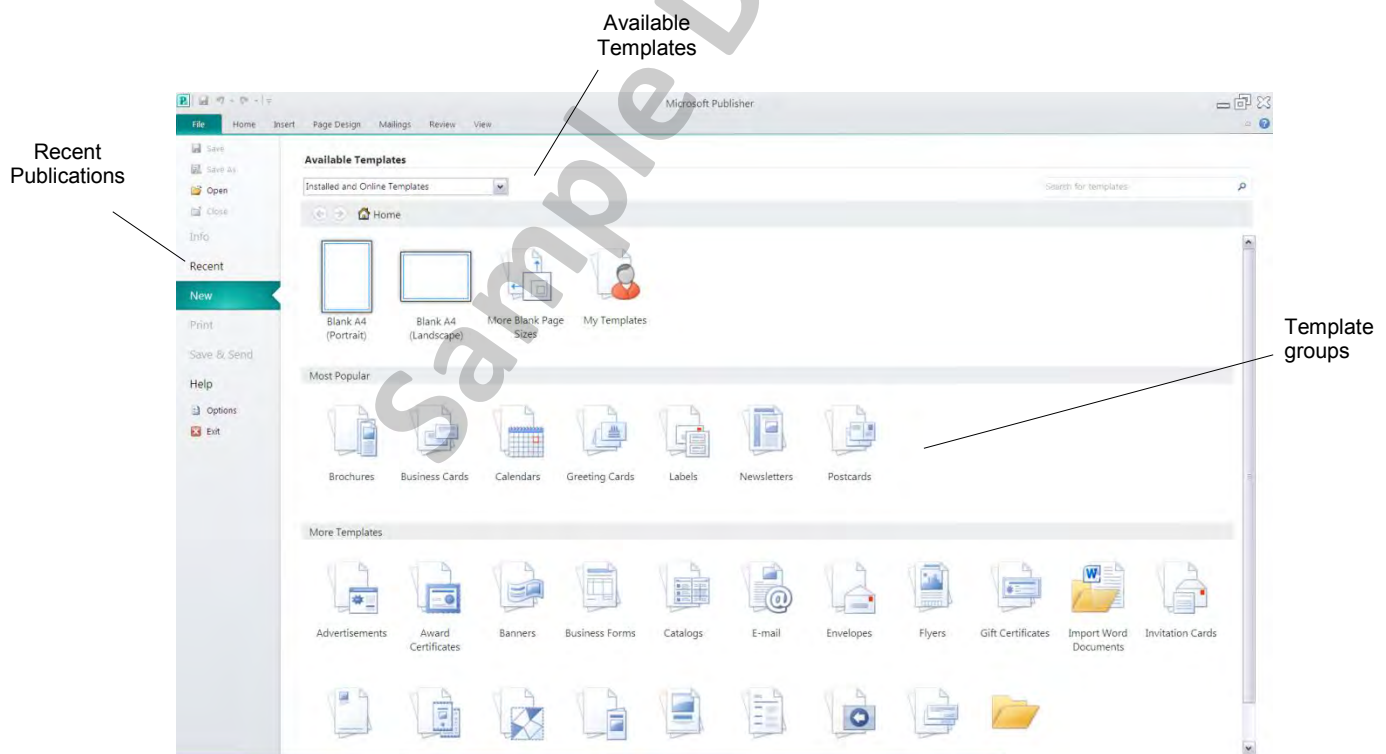
Creating desktop published publications is different from creating word processed documents in that planning is required to determine where the text, graphics and other elements will be positioned on the page.

Each time you enter Microsoft Publisher the **File** tab, New option will display the *Available templates* gallery which shows publication types and provides access to Recent Publications (as shown below). (If this is not displayed ensure *Show the New template gallery when starting Publisher* checkbox is checked in the File tab, Options, General.)

On the File tab, a list of common commands including Save, Open and Close are shown to the left, as well as access to Recent publications and Print features. The main portion of the screen shows the different types and styles of the available publications. You would select the type of publication you wish to create, or a specific template for the publication, then click on the Create button to start the publication.

Alternatively, if you are opening an existing publication you can select this from the Recent section accessed in the left navigation pane as indicated below (OR you can use the Open option).

The *Available templates* gallery will close when an option has been selected and a publication is created/opened. You can return to this screen by clicking on the **File** tab, and clicking on New to the left.



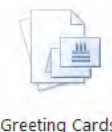
When you have selected an option for a new publication and clicked on Create, the Publisher screen where you create your publication will be displayed, as shown on page 12.

Publication Templates

In the following exercise you will create a Christmas card using a Publication Template.

Exercise 2

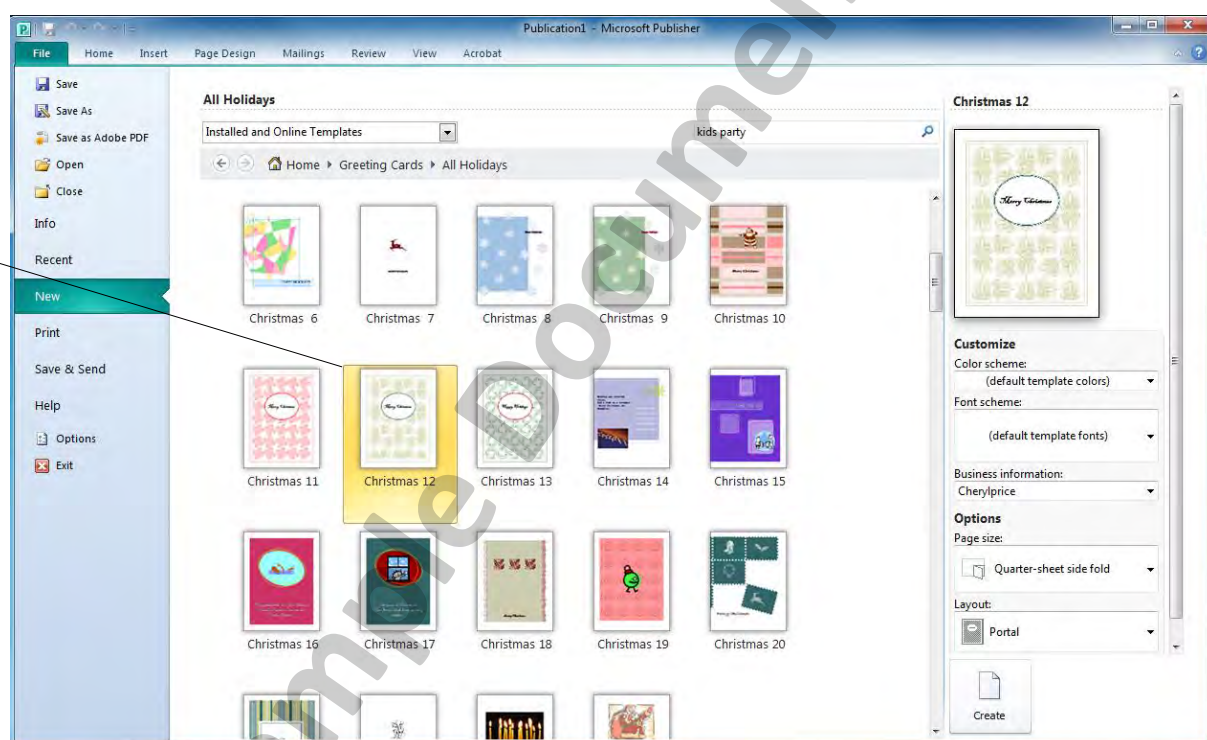
- 1 In the Most Popular group of the *Available Templates* gallery, click on *Greeting Cards* as shown at the right. The Greeting Cards screen is displayed.
- 2 Click on *All Holidays* which displays installed templates in holiday categories.
- 3 Drag the scroll box (shown at the right) down the list of templates until you see Christmas cards as shown below.
- 4 Click on Christmas 12 as indicated. (A sample is shown at the top right of the window.)



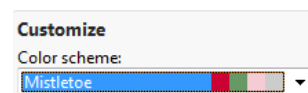
Greeting Cards




Select Christmas 12

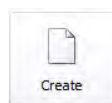


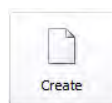
- 5 In the Customize section at the right, click on the ▼ at the right of the Color scheme: box and select Mistletoe as shown at the right. (You will accept other options as shown in the Customize area.)



Note

To return to the main *Available Templates* window you can click on  **Home** (at the top of the window).

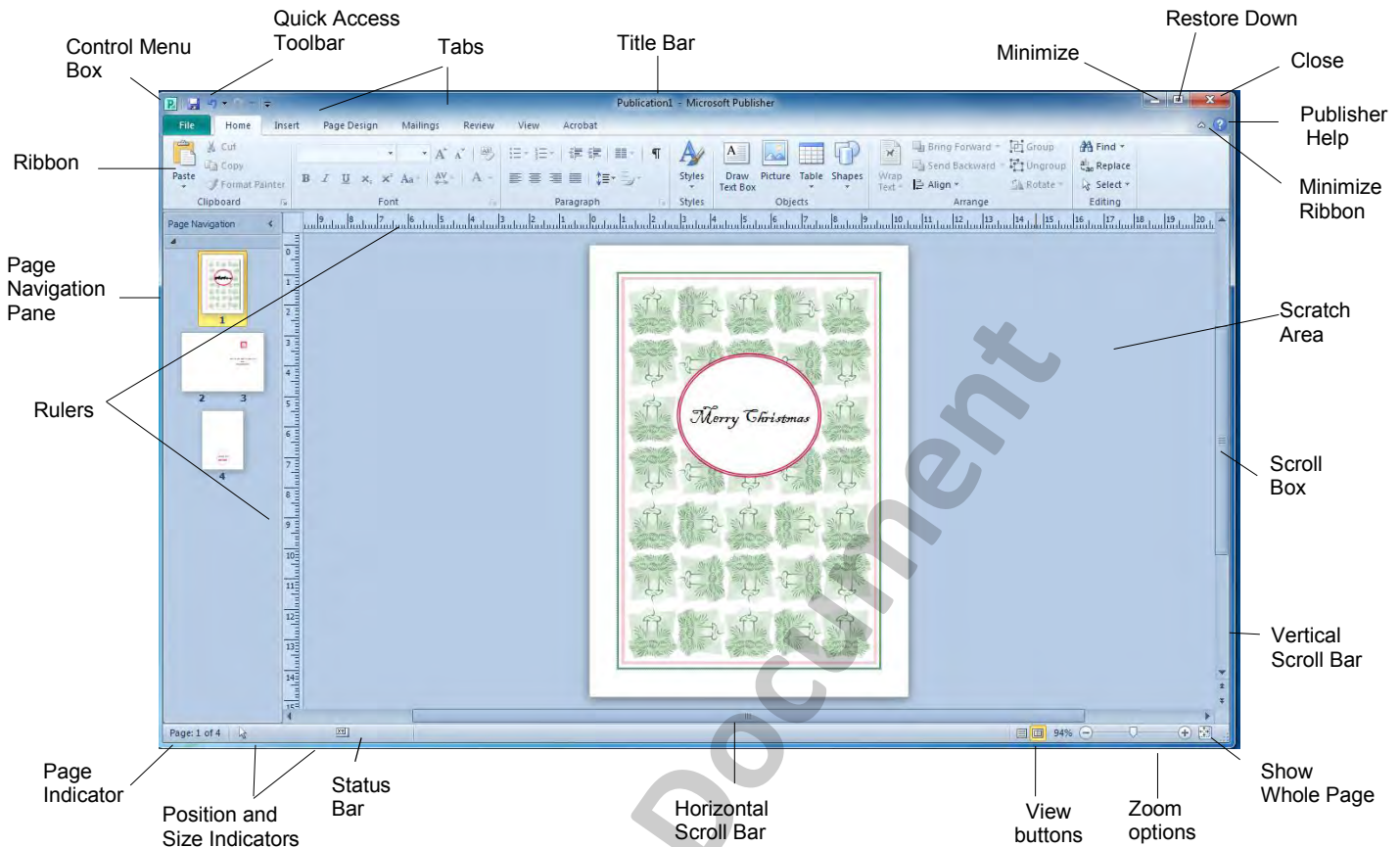


- 6 Click on  at the bottom right of the screen.


The Christmas card will be displayed on the Publisher screen as shown on the next page.

The Microsoft Publisher Screen

The following diagram displays the Microsoft Publisher screen and listed under are details of this window.



Control Menu Box

Double clicking on the Control Menu box  will close the Microsoft Publisher 2010 program.

Title Bar

The name of the publication file is displayed on the window title bar when it is saved.

Close, Restore Minimize and Maximize Buttons

Buttons used to increase (maximize) the size of the main window (Microsoft Publisher) and reduce the main window to an icon (minimize). The Restore Down Button is used to restore the window to its former size. Clicking on Close exits Microsoft Publisher.

Publisher Help

If you need to know more about a feature, or are having problems with a task, Help may be able to provide answers to your questions.

Minimize Ribbon

Collapses the ribbon and provides additional working space for your publication.

Scratch Area

An area outside the page used as a temporary storage place for graphics and/or text.