



Microsoft® Office Publisher 2007

Non-Package Price: \$175

Course Description:

Microsoft® Office Publisher 2007 is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: You will create, format, revise, and distribute publications.

Upon successful completion of this course, students will be able to:

- Create a one-page publication
- Modify a publication's layout and structure
- Edit content in the publication
- Format a publication
- Format pictures
- Identify the options for distributing a publication

Target Student:

This course is designed for a person who has a need to learn to use Publisher 2007 to create layout, and edit publications.

Prerequisites:

Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have a basic knowledge of Microsoft® Word.

Course Outline

Create a Basic Publication

- Explore the Microsoft® Publisher 2007 environment
- Create a publication from a publication design
- Add design object placeholders
- Add content to a publication
- Save a publication
- Create business information data

Modify a Publication's Layout and Structure

- Insert text in a file
- Organize text boxes and picture frames in the layout
- Connect text boxes
- Divide text boxes into columns
- Organize pages in the publication
- Insert common layout elements

Edit Content in a Publication

- Edit text in a publication
- Research information
- Find and replace text
- Spell check the publication
- Save reusable content

Format a Publication

- Format text
- Apply schemes
- Insert symbols
- Format paragraphs
- Create paragraph styles
- Format text boxes

Format Pictures in a Publication

- Format picture frames
- Customize picture appearance
- Insert WordArt
- Insert a design gallery object

Prepare a Publication for Distribution

- Check the design of the publication
- Manage pictures in a publication
- Save a publication for distribution
- Preview and print a publication
- Compose a publication for email
- Create a website
- Publish a web page