

Microsoft® Office Publisher 2007

You're starting Microsoft® Office Publisher 2007, which 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.

PREREQUISITES: This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; manage files and folders; and select text.

DELIVERY METHOD: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:

- 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

COURSE CONTENT:

Lesson 1: Creating a Basic Publication

Explore the Microsoft Office 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

Lesson 2: Modifying 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

Lesson 3: Editing Content in a Publication

Edit Text in a Publication
Research Information
Find and Replace Text
Spell Check the Publication
Save Reusable Content

Lesson 4: Formatting a Publication

Format Text
Apply Schemes
Insert Symbols
Format Paragraphs
Create Paragraph Styles
Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

Format Picture Frames
Customize Picture Appearance
Insert WordArt
Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

Check the Design of a 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