

Microsoft Publisher 2007

General Description

Produce publications incorporating text, shapes and tables using a variety of layout and design options.

Learning Outcomes

- Discuss Publisher applications and navigate the main screen components
- Record business details, create a new publication and perform basic file management
- Create objects and frames containing calendars and pictures
- Create a text box, format text, import text, wrap text and check spelling
- Manage text columns, use baseline guides, adjust paragraph spacing and link text boxes
- Create, apply and modify text styles
- Set tabs and create bulleted and numbered lists
- Enter text into a table, adjust the table structure and format a table
- Produce a mail merge data source and publication, show merge results, sort a merge and filter data
- Create AutoShapes, copy and move shapes, format shapes, group shapes and use the Design Gallery
- Develop and format WordArt using new and existing text
- Change page orientation and set up envelopes, labels and folded cards
- Insert and delete pages, develop headers and footers, create grid guides and produce a template

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Publisher 2007 Orientation

Publisher Essentials

Objects and Frames

Text

Text Techniques

Text Styles

Tabs and Lists

Tables

Mail Merge

Drawing

WordArt

Stationery and Page Orientation

Layout and Page Techniques