

# Publisher 2007: Advanced

1 Day

## 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.

## Target Student:

This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2007 to create, layout, and edit publications.

## 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. One of the following courses are recommended, or you should have equivalent knowledge of:

- ✓ Windows XP: Introduction
- ✓ Publisher 2007 :Basic

## Objectives

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

- ✓ Set up a publication and customise colours styles and font schemes.
- ✓ Use symbols and special characters and graphics.
- ✓ Work with long publications.
- ✓ Mail merge
- ✓ Web site publishing

## Outline

### Unit 1: Basic design options

- Topic A: Publication setup
- Topic B: Custom colors
- Topic C: The Content Library
- Topic D: The Graphics Manager pane

### Unit 2: Typography

- Topic A: Styles and font schemes
- Topic B: Graphics in typography
- Topic C: Precise spacing control
- Topic D: Symbols and special characters

### Unit 3: Long publications

- Topic A: Sections
- Topic B: Bookmarks

### Unit 4: Mail merge

- Topic A: Recipient lists
- Topic B: Mailing labels
- Topic C: The Mail Merge pane
- Topic D: Mail merge fields
- Topic E: Merged publications

### Unit 5: Interactive forms

- Topic A: Web forms
- Topic B: Form settings

### Unit 6: Web site publishing

- Topic A: Web elements
- Topic B: Web page options
- Topic C: Web site publishing