

# Publisher 2007: Basic

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

## Objectives

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

- ✓ create a one-page and multi page publication.
- ✓ modify a publication's layout and structure.
- ✓ edit content in the publication.
- ✓ format a publication.
- ✓ format pictures.
- ✓ identify the options for print and distributing a publication.

## Outline

### Unit 1: Getting started

Topic A: The Publisher interface

Topic B: Getting help

### Unit 2: Basic documents

Topic A: Basic publications

Topic B: Object positioning

### Unit 3: Multi-page publications

Topic A: Multi-page layouts

Topic B: Master pages

### Unit 4: Working with text

Topic A: Text box linking

Topic B: Paragraph formatting

### Unit 5: Tables

Topic A: Table basics

Topic B: Table structure

Topic C: Table formatting

### Unit 6: Layout and design techniques

Topic A: Text boxes

Topic B: Graphics

Topic C: Stacking and grouping objects

### Unit 7: Finalizing documents

Topic A: Document output

Topic B: Print preparation