

MS Publisher 2007

Introduction



Duration: **1 Day** Course Code: **WINF750**

This one day workshop has been designed for those who need to be able to create, edit and update publications using Microsoft Publisher 2007.

Learning Outcomes

By the end of this course students will be able to work comfortably within the Publisher environment and create a variety of different business related stationary items like brochures, flyers, newsletters and labels.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Publisher. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Overview Of Publisher
- Understanding The Publisher Startup Window
- Using The Publisher Startup Window
- Viewing The Publisher Startup Window
- The Publisher 2007 Screen
- Publisher 2007 Toolbars
- Working With Toolbars
- Exiting From Publisher

Publisher Essentials

- Creating A Business Information Set
- Understanding Publication Types
- Creating A Publication
- Saving A Publication
- Using Print Preview
- Printing A Publication
- Closing A Publication
- Opening An Existing Publication
- Navigating Between Pages

Object and Frames

- Tips For Planning A Publication
- The Building Blocks Of Publications
- Creating A Calendar
- Deleting Objects And Frames
- Resizing Objects And Frames
- Moving Objects And Frames
- Nudging Objects And Frames

- Grouping Objects And Frames
- Layering Objects And Frames
- Inserting A Picture Frame
- Aligning Objects And Frames
- Fill Effects In Frames

Working with Text

- Creating A Text Box
- Formatting Text
- Applying Colour To Text
- Text Alignment In A Text Box
- Importing Text
- Wrapping Text
- Checking Spelling

Text Techniques

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Hyphenation

Using Text Styles

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example

Tabs and Lists

- Overview Of Tabs And Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Using Tables

- Entering Text In A Table
- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
- Applying Borders To A Table
- Applying Shading To A Table
- Aligning And Indenting In Tables
- Merging Cells In A Table
- Applying BorderArt To Tables
- Working With Cell Borders
- Inserting Table Rows

Performing a Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing
- Clearing A Filter

Creating Drawing Objects

- Creating AutoShapes
- Copying And Moving Shapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using The Design Gallery

Adding WordArt

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centring And Spacing WordArt

Stationary and Page Orientation

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centring And Spacing WordArt

Layout and Page Techniques

- Creating A Blank Publication
- Creating Grid Guides
- Moving Grid Guides
- Inserting And Deleting Pages
- Creating Headers
- Creating Left And Right Page Margins
- Creating Page Numbers And Footers
- Creating A Template
- Using A Template