

Publisher 2007

Introduction

Course Description

- This practical hands-on course is designed for new users of Publisher 2007 a basic understanding of using Publisher to create various document types. On completion of this course, participants will be able to use Publisher to create newsletters, leaflets and brochures.

Audience:

- The course has been designed for new users of Microsoft Publisher 2007.

Pre-requisites:

- Participants must have basic keyboard and mouse skills and be familiar with the Windows operating system.

Duration:

- 1-Day

Inclusions:

- Comprehensive, step-by-step training manual
- Lunch & Refreshments
- Free Telephone support

Getting Started

- Publisher 2007 Overview
- Planning your Publication
- Starting Publisher 2007
- New Publication Task Pane
- Publisher 2007 Screen
- Taking a Closer Look
- Closing Publisher

Publisher 2007 Essentials

- Text Tools and Frames
- Selecting frames
- Manipulating frames
- Deleting frames
- Layout Guides and Ruler Guides
- Undo and Redo
- Copy and Paste

Working with Text

- Text frame overview
- Formatting text & text frames
- Colours & Fills
- Selecting a Colour scheme
- Fill Effects
- Character spacing
- Vertical Text Alignment
- Line Spacing
- Adding other objects – Pictures & Clipart

WordArt

- Inserting WordArt
- Editing WordArt Objects
- Formatting WordArt Objects

Drawing Tools

- Standard drawing objects
- Aligning objects
- Lines Styles
- Shapes
- Layering objects
- Rotate, Flip and Nudge
- Design Objects

Tables

- Creating a table
- Entering text into a table
- Changing the font size
- Changing row depth
- Inserting Rows or Columns
- Deleting Rows or Columns
- Creating borders around a table
- Using Border Art
- Shading rows & columns
- Aligning text in columns
- Merging cells in a table

Advanced Text Techniques

- Importing Text
- Adding additional text frames
- Connecting Text Frames
- Moving between linked frames
- Columns in Text frames
- Text Styles
- Adding Drop Caps
- Adding Graphics to Text
- Adding white space
- Variable size text frames
- Readjusting the Page Layout
- Aligning objects on a page
- Nudging objects
- Adding pictures from file
- Pictures from the clip gallery
- Spelling

Mail Merge

- Creating a Data source
- Adding Merge fields
- Performing the merge
- Printing the merge