

MICROSOFT PUBLISHER 2007 ADVANCED

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**MS Publisher 2007
Advanced**



COURSE LENGTH: 1.0 DAYS

Microsoft Publisher is a task-based desktop publishing tool which is also a flexible and powerful authoring software. Its capabilities go well beyond what you can produce with standard word processing software like MS Word.

The PD Training Microsoft Publisher 2007 Advanced Training Course provides you with advanced skills in web publishing, layout application, modifying text, objects, and tables, grouping and ungrouping, motion clips and much more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

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MICROSOFT PUBLISHER 2007 ADVANCED COURSE OUTLINE

FOREWORD

Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word. This course will help you learn more advanced skills for working with publications, including print, e-mail and web-based.

OUTCOMES

- ▶ Import text from another file
- ▶ Work with Text Box Overflow
- ▶ Use special characters
- ▶ Work with tab stops
- ▶ Insert the date and time
- ▶ Convert pictures to watermarks
- ▶ Make pictures transparent
- ▶ Use the Graphics Manager Task Pane
- ▶ Move, group, ungroup, align, distribute and order objects
- ▶ Add an object for multiple pages
- ▶ Use sound and motion clips with keywords
- ▶ Use animated gifs
- ▶ Create a data source, and address list and a mail merge
- ▶ Track the effectiveness of marketing materials
- ▶ Add postal bar codes to labels or envelopes
- ▶ Create a catalogue
- ▶ Use the Design Checker to check for publication errors
- ▶ Set Commercial Print Information
- ▶ Send Files via email
- ▶ Save files as different formats, including XPS
- ▶ Use the Pack and Go Wizard to prepare a publication for commercial printing

MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives

Lesson 2: Working With Text

- ▶ Import Text from a File
- ▶ Working with Text Box Overflow
- ▶ Inserting Symbols, Fractions, or Special Characters
- ▶ Set or Change Tab Stops
- ▶ Insert Date and Time

Lesson 3: Working with Pictures

- ▶ Wrapping Text Around a Picture
- ▶ Cropping Pictures
- ▶ Inserting a Picture into an AutoShape
- ▶ Converting Pictures to Watermarks
- ▶ Make Pictures Transparent

Lesson 4: Graphics and Objects

- ▶ Graphics Manager Task Pane
- ▶ Using the Building Blocks Library
- ▶ Adding Text to a Shape
- ▶ Graphic File Formats and Filters

Lesson 5: Moving and Grouping Objects

- ▶ Moving an Object
- ▶ Group and Ungroup Objects
- ▶ Align or Distribute Objects
- ▶ Send an Object to the Back

Lesson 6: Page Layout

- ▶ Change the Paper Size
- ▶ Changing Page Size
- ▶ Scratch Area
- ▶ Add or Remove Headers and Footers
- ▶ Make an Object Appear on Multiple Pages

Lesson 7: Media Files

- ▶ About Media Files
- ▶ Adding a File to Microsoft Clip Organiser
- ▶ Add, Change, or Delete Keywords for a Clip
- ▶ Sound and Motion Clips
- ▶ Animated GIFs

Lesson 8: Mail and E-mail Merges

- ▶ Creating a Data Source for a Mail Merge
- ▶ The Mail Merge Wizard
- ▶ Tracking Effectiveness
- ▶ Creating an Address List for a Mail Merge
- ▶ Add Postal Bar Codes to Labels or Envelopes in Publisher

Lesson 9: Creating a Catalogue

- ▶ Insert Catalogue Pages
- ▶ Create a Product List
- ▶ Choosing a Catalogue Layout
- ▶ Finishing Your Catalogue Merge

Lesson 10: Publication Information

- ▶ Personalising Your Publication
- ▶ Using the Design Checker
- ▶ Setting Commercial Print Information
- ▶ View or Change Properties

Lesson 11: Save and Send Files

- ▶ Send Using Email
- ▶ Save Files in Other Formats
- ▶ Save as an XPS File
- ▶ Using the Pack and Go Wizard for Commercial Printing

Lesson 12: Wrapping Up

- ▶ Words from the Wise

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