

MICROSOFT PUBLISHER 2007 ESSENTIALS

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MS Publisher 2007
Essentials



COURSE LENGTH: 1.0 DAYS

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

MICROSOFT PUBLISHER 2007 ESSENTIALS COURSE OUTLINE

FOREWORD

Have you ever tried to use a word processing program to produce a publication and find that the program restricts your ability to be creative? Inserting graphics creates an editing nightmare. You just can't seem to get the text to behave the way you want. Your inspiration for creativity succumbs to the limitations of your word processing program. This is both frustrating and unnecessary.

Publisher 2007 can solve all these challenges. In this course, you will learn the basic functionality and editing essentials that will allow you to produce high quality publications for both personal and business use. Microsoft Publisher 2007 is a flexible and powerful authoring tool. This course will teach you how to begin, edit, format and produce a publication in Microsoft Publisher 2007.

This MS Publisher 2007 course is a hands-on class that will have you producing documents straight away. Once you gain a basic understanding of Microsoft Publisher 2007, you will be able to produce a wide variety of documents for publication.

OUTCOMES

- Open and close Publisher
- Work with publications
- Create a publication
- Perform basic editing tasks
- Use the Format Publication task pane
- Perform basic formatting tasks
- Format paragraphs
- Format the page
- Add finishing touches

MODULES

Lesson 1: Getting Started

- Workshop Objectives

Lesson 2: Opening and Closing Publisher

- Opening Publisher
- Using the Getting Started Window
- Interface Overview
- Creating a Blank Publication
- Closing Publisher

Lesson 3: Working with Publications

- Saving Files
- Opening Files
- Closing Files
- Using the Recent List

Lesson 4: Your First Publication

- Setting up Your Business Information
- Adding Text
- Navigating Through the Publication
- Adding a New Page
- Working with Pages

Lesson 5: Basic Editing Tasks

- Using Cut, Copy and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text

Lesson 6: Using the Format Publication Task Pane

- Viewing the Pane
- Setting Page Options
- Choosing a Colour Scheme
- Choosing a Font Scheme
- Setting Publication Options

Lesson 7: Basic Formatting Tasks

- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Applying Styles

Lesson 8: Formatting Paragraphs - Part 1

- Changing Spacing
- Setting the Alignment
- Indenting Text

Lesson 9: Formatting Paragraphs - Part 2

- Adding Bullets and Numbering
- Adding Borders
- Adding Shading
- Using the Paragraph Dialog

Lesson 10: Formatting the Page

- Creating Columns
- Changing the Background
- Adding Page Numbers
- Applying a Page Master

Lesson 11: Adding the Finishing Touches

- Checking Your Spelling
- Previewing Your Publication
- Printing Your Publication
- E-Mailing Your Publication

Lesson 12: Wrapping Up

- Words from the Wise

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)