

## 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.

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## MICROSOFT PUBLISHER 2007 ESSENTIALS COURSE OUTLINE

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### 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.

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### 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

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### 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

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### Lesson 3: Working with Publications

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

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### Lesson 4: Your First Publication

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

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### Lesson 5: Basic Editing Tasks

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

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### 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

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### Lesson 7: Basic Formatting Tasks

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

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### Lesson 8: Formatting Paragraphs - Part 1

- ▶ Changing Spacing
- ▶ Setting the Alignment
- ▶ Indenting Text

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### Lesson 9: Formatting Paragraphs - Part 2

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

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### Lesson 10: Formatting the Page

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

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### Lesson 11: Adding the Finishing Touches

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

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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