



Introduction to Microsoft Publisher 2007

About the Course

Designed for

This is a course with a high level of practical content, aimed at those who have not used Microsoft Publisher before. It is designed for candidates with widely differing experience and skill levels.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

No previous experience of Microsoft Publisher is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

CREATING A PUBLICATION

- Selecting a publication
- Using page options
- Using colour schemes
- Using font schemes
- Using quick publication options

TEXT & PAGES

- Entering text
- Selecting text
- Modifying font colour
- Modifying the font size
- Modifying the font type
- Modifying line spacing
- Modifying text alignment
- Inserting drop caps
- Inserting symbols
- Inserting the date and time
- Using kerning
- Using tracking
- Inserting bullets
- Inserting numbers
- AutoFit options
- Inserting pages
- Moving pages
- Deleting pages
- Inserting page numbers
- Inserting sections
- Inserting headers and footers

GRAPHICS

- Inserting clipart
- Inserting graphics
- The Picture Toolbar
- Inserting AutoShapes
- Modifying AutoShape properties
- Grouping and ungrouping
- AutoShapes
- Rotating and flipping AutoShapes
- Inserting a WordArt object
- Modifying WordArt properties

ARRANGING OBJECTS

- The horizontal and vertical guides
- The Ruler
- The Layout guides dialog box
- Baseline guides
- Grid guides
- Margin guides
- Align commands
- Distribute commands
- Nudge commands
- Snap commands

PERSONALISING THE PUBLICATION

- Applying backgrounds
- Applying a colour scheme
- Creating and Editing colour schemes
- Applying a font scheme
- Creating and Editing font schemes
- Inserting information to a publication
- Editing your information
- Using the business information dialog

TABLES AND TEXT BOXES

- Inserting tables
- Selecting tables
- Merging cells
- Splitting cells
- Using Table AutoFormat
- Using the Format Table dialog
- Inserting and Moving a text box
- Modifying text direction
- Resizing a text box
- Linking & Unlinking text boxes

MASTER PAGES AND STYLES

- Creating and Editing master pages
- Applying a master page
- Creating and Modifying a style
- Applying a style

SAVING & PRINTING ISSUES

- Print Preview & Zoom
- The Design Checker
- Printing options
- Packing a publication options

PUBLISHING TO THE WEB

- Inserting a mailto link
- Inserting hyperlinks
- Publishing your site