

Microsoft Publisher 2007

Course Duration: Two half days

Prerequisites: Basic knowledge of the Windows operating system

Creating a Basic Publication

- Examine the Publisher Environment
- Create a Publication from a Publication Design
- Replace Design Object Placeholders
- Save a Publication
- Create a Blank Publication
- Display Ruler Guides
- Add Text
- Insert a Picture from a File

Modifying a Publication's Layout and Structure

- Insert and Delete Pages
- Insert a Text File
- Size Text Boxes and Picture Frames
- Move Text Boxes and Picture Frames
- Connect Text Boxes
- Divide Text Boxes into Columns
- Move a Page
- Create and Use a Master Page

Editing Content in a Publication

- Edit Text in a Publication
- Research Information
- Find and Replace Text
- Check Spelling

Formatting a Publication

- Format Text
- Apply Schemes
- Insert Symbols
- Indent Paragraphs
- Change Spacing Between Paragraphs
- Control Paragraph Flow
- Create Paragraph Styles
- Format Text Boxes

Formatting Pictures in a Publication

- Format Picture Frames
- Crop a Picture
- Wrap Text Around a Picture
- Insert WordArt
- Insert a Design Gallery Object

Preparing a Publication for Distribution

- Check the Design of a Publication
- Verify Pictures
- Create a Newsletter to Email
- Create a Web Page
- Publish a Web Site
- Preview and Print a Publication
- Templates