

# Microsoft® Office Publisher 2007

Course length: 1.0 day

## Course Description

You're starting Microsoft® Office Publisher 2007, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

**Course Objective:** You will create, format, revise, and distribute publications.

**Target Student:** This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2007 to create, layout, and edit publications.

**Prerequisites:** This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; manage files and folders; and select text. One of the following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Objectives

Upon successful completion of this course, students will be able to:

- create a one-page publication.
- modify a publication's layout and structure.
- edit content in the publication.
- format a publication.
- format pictures.
- identify the options for distributing a publication.

# Course Content

## **Lesson 1: Creating a Basic Publication**

- Topic 1A: Explore the Microsoft Office Publisher 2007 Environment
- Topic 1B: Create a Publication from a Publication Design
- Topic 1C: Add Design Object Placeholders
- Topic 1D: Add Content to a Publication
- Topic 1E: Save a Publication
- Topic 1F: Create Business Information Data

## **Lesson 2: Modifying a Publication's Layout and Structure**

- Topic 2A: Insert Text in a File
- Topic 2B: Organize Text Boxes and Picture Frames in the Layout
- Topic 2C: Connect Text Boxes
- Topic 2D: Divide Text Boxes into Columns
- Topic 2E: Organize Pages in the Publication
- Topic 2F: Insert Common Layout Elements

## **Lesson 3: Editing Content in a Publication**

- Topic 3A: Edit Text in a Publication
- Topic 3B: Research Information
- Topic 3C: Find and Replace Text
- Topic 3D: Spell Check the Publication
- Topic 3E: Save Reusable Content

## **Lesson 4: Formatting a Publication**

- Topic 4A: Format Text
- Topic 4B: Apply Schemes
- Topic 4C: Insert Symbols
- Topic 4D: Format Paragraphs
- Topic 4E: Create Paragraph Styles
- Topic 4F: Format Text Boxes

## **Lesson 5: Formatting Pictures in a Publication**

- Topic 5A: Format Picture Frames
- Topic 5B: Customize Picture Appearance
- Topic 5C: Insert WordArt
- Topic 5D: Insert a Design Gallery Object

## **Lesson 6: Preparing a Publication for Distribution**

- Topic 6A: Check the Design of a Publication
- Topic 6B: Manage Pictures in a Publication
- Topic 6C: Save a Publication for Distribution
- Topic 6D: Preview and Print a Publication
- Topic 6E: Compose a Publication for Email
- Topic 6F: Create a Website
- Topic 6G: Publish a Web Page