



Microsoft Office Publisher 2007: Level 1

1 day – Instructor led

Course Description

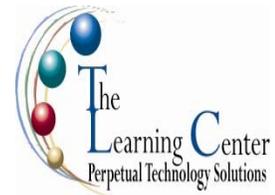
You're starting Microsoft® Office Publisher 2007, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds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

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

Performance-Based 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