



# MICROSOFT<sup>®</sup> OFFICE PUBLISHER 2007

## DESCRIPTION

MICROSOFT OFFICE PUBLISHER 2007 IS DESIGNED TO HELP BUSINESSES CREATE PROFESSIONAL-LOOKING PUBLICATIONS IN-HOUSE QUICKLY AND EASILY. WITH PUBLISHER, YOU CAN CREATE, DESIGN, AND PUBLISH PROFESSIONAL MARKETING AND COMMUNICATION MATERIALS FOR PRINT, E-MAIL, AND THE WEB.

## OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- CREATE A PUBLICATION
- SELECT A TEMPLATE
- ENTER AND MODIFY TEXT & PAGES
- MANIPULATE PARAGRAPHS
- MANIPULATE PAGES
- WORK WITH GRAPHICS
- ARRANGE OBJECTS
- PERSONALIZE YOUR PUBLICATION
- INSERT TABLES AND TEXT BOXES
- CREATE AND EDIT MASTER PAGES
- WORK WITH PROOFING AND PRINTING OPTIONS
- PUBLISH TO THE WEB

## TARGET AUDIENCE

THIS COURSE IS AIMED AT OFFICE PROFESSIONALS WHO REQUIRE A BETTER UNDERSTANDING OF THE MICROSOFT OFFICE PUBLISHER PROGRAM. STUDENTS SHOULD HAVE BASIC KNOWLEDGE OF COMPUTERS, KEYBOARDING SKILLS AND EXPERIENCE NAVIGATING AROUND THE MICROSOFT OFFICE ENVIRONMENT. PREREQUISITE SKILLS INCLUDE THE ABILITY TO LAUNCH PROGRAMS AS WELL AS OPEN AND SAVE THEIR WORK. FOR NEW USERS TO THE MICROSOFT PUBLISHER PROGRAM THE MICROSOFT WORD TRAINING PROGRAM IS RECOMMENDED.

## CONTENT

- ▣ SELECTING PUBLICATION TYPES & TEMPLATES
- ▣ USING PAGE OPTIONS
- ▣ ENTERING & FORMATTING TEXT
- ▣ INSERTING BULLETS & NUMBERS
- ▣ INSERTING & MOVING PAGES
- ▣ HEADERS & FOOTERS
- ▣ GRAPHICS
  - CLIPART & PICTURES
  - AUTOSHAPES
  - WORDART
- ▣ ARRANGING OBJECTS
  - GUIDES
  - COMMANDS
- ▣ CUSTOMIZING YOUR PUBLICATION
- ▣ COLOUR SCHEMES
- ▣ FONT SCHEMES
- ▣ INSERTING BUSINESS INFORMATION
- ▣ INSERTING & MODIFYING TABLES
- ▣ INSERTING & MODIFYING TEXT BOXES
- ▣ CREATING & EDITING MASTER PAGES
- ▣ CREATING & MODIFYING STYLES
- ▣ CUSTOMIZING OPTIONS
- ▣ PROOFING
- ▣ SAVING
- ▣ PRINTING
- ▣ PUBLISHING TO THE WEB