



Learning outcomes

The skills and knowledge covered in this course are sufficient to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes, labels and the like.

Target audience

This course is primarily designed for people who need to know how to use the Microsoft Publisher 2007 to create a range of business-based documents including brochures, fliers, newsletters, labels, and the like.

The course will cover the following topics

Publisher 2007 Orientation

- Overview Of Publisher
- Starting Publisher
- Understanding The Publisher Startup Window
- Using The Publisher Startup Window
- Viewing The Publisher Startup Window
- The Publisher 2007 Screen
- Understanding Menus
- Working With Menus
- Publisher 2007 Toolbars
- Working With Toolbars
- Exiting From Publisher

Publisher Essentials

- Creating A Business Information Set
- Understanding Publication Types
- Creating A Publication
- Saving A Publication
- Using Print Preview
- Printing A Publication
- Closing A Publication
- Opening An Existing Publication
- Navigating Between Pages

Objects And Frames

- Tips For Planning A Publication
- The Building Blocks Of Publications
- Creating A Calendar
- Deleting Objects And Frames
- Resizing Objects And Frames
- Moving Objects And Frames
- Nudging Objects And Frames
- Grouping Objects And Frames
- Layering Objects And Frames
- Inserting A Picture Frame
- Aligning Objects And Frames
- Fill Effects In Frames

Text

- Creating A Text Box
- Formatting Text

- Applying Colour To Text
- Text Alignment In A Text Box
- Importing Text
- Wrapping Text
- Checking Spelling

Text Techniques

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Hyphenation

Text Styles

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example

Tabs And Lists

- Overview Of Tabs And Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

Tables

- Entering Text In A Table
- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
- Applying Borders To A Table
- Applying Shading To A Table
- Aligning And Indenting In Tables
- Merging Cells In A Table
- Applying BorderArt To Tables
- Working With Cell Borders
- Inserting Table Rows

Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results

- Sorting A Merge
- Filtering Data
- Merge Printing
- Clearing A Filter

Drawing

- Creating AutoShapes
- Copying And Moving Shapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using The Design Gallery

WordArt

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centring And Spacing WordArt

Stationery And Page Orientation

- Portrait And Landscape
- Setting Up Envelopes
- Setting Up Labels
- Setting Up Folded Cards

Layout And Page Techniques

- Creating A Blank Publication
- Creating Grid Guides
- Moving Grid Guides
- Inserting And Deleting Pages
- Creating Headers
- Creating Left And Right Page Margins
- Creating Page Numbers And Footers
- Creating A Template
- Using A Template

Pro-efficient Professional

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