

Publisher 2007 © Introduction



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day 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, etc.

LEARNING OUTCOMES

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

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