



Microsoft® Office Publisher 2007

MSOF-600

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 Objectives:

Upon completion of the Microsoft® Office Publisher 2007 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

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

Audience:

- 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

Course Duration:

1 Day

Course Topics:

I. Creating a Basic Publication

- Explore the Microsoft Office Publisher 2007 Environment
- Create a Publication from a Publication Design
- Add Design Object Placeholders
- Add Content to a Publication
- Save a Publication
- Create Business Information Data

II. Modifying a Publication's Layout and Structure

- Insert Text in a File
- Organize Text Boxes and Picture Frames in the Layout
- Connect Text Boxes
- Divide Text Boxes into Columns
- Organize Pages in the Publication
- Insert Common Layout Elements

III. Editing Content in a Publication

- Edit Text in a Publication
- Research Information
- Find and Replace Text
- Spell Check the Publication
- Save Reusable Content

IV. Formatting a Publication

- Format Text
- Apply Schemes
- Insert Symbols
- Format Paragraphs
- Create Paragraph Styles
- Format Text Boxes

V. Formatting Pictures in a Publication

- Format Picture Frames
- Customize Picture Appearance

- Insert WordArt
- Insert a Design Gallery Object

VI. Preparing a Publication for Distribution

- Check the Design of a Publication
- Manage Pictures in a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Compose a Publication for Email
- Create a Website
- Publish a Web Page