

GreenDot Course Outline

Microsoft Publisher 2007
Introduction

Version 1.0
Edited 03-June-2010

GreenDot
Consulting

Description:

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

Learning Outcomes:

At the completion of Microsoft Publisher 2007 Module 1 you should be able to:

- start, navigate and generally work with Microsoft Publisher
- understand concepts essential to the use of Publisher
- work with objects and frames in a publication
- work with text in a publication
- enhance the text in a publication
- perform a mail merge in Microsoft Publisher
- create drawings
- create WordArt objects
- create stationery using Microsoft Publisher
- use layout and page techniques to enhance publications

Target Audience:

This publication 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.

Prerequisites:

Microsoft Publisher 2007 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

2 Days

Course Outline:

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

Concluding Remarks