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Publisher 2007 - Level 1

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Mentored Learning - Flexible

Overview:

In this course, students will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. They will create, format, revise, and distribute publications.

Who Should Attend:

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.

At Course Completion:

Upon successful completion of this 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.

Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1

Outline:

Lesson 1: 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

Lesson 2: Modifying a Publication's Layout and Structure

- Insert Text in a File



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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

Lesson 3: Editing Content in a Publication

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

Lesson 4: Formatting a Publication

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

Lesson 5: Formatting Pictures in a Publication

Format Picture Frames
Customize Picture Appearance
Insert WordArt
Insert a Design Gallery Object

Lesson 6: 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