

Publisher 2007 Level 1

Audience	This course is intended for the person who has basic Windows skills and familiarity with a word processing application, such as Microsoft Word. Specifically, you should be able to: launch and close programs, navigate to information stored on the computer; manage files and folders; and select text. Beginning Publisher users who are interested in creating professional looking print publications will benefit from this class.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents, such as flyers and newsletters. Publications will be formatted to look interesting, professional, and well organized. Using Publisher you can create a document from one of the many publication designs in the design catalog, using the layout and design elements that come with it; or you can start with a blank document and create your own. Each way gives you the freedom to create interesting text design elements, through the use of different fonts and text formatting, and enhance the layout of the page with custom graphics, clip art, and graphic elements.
Objectives	Upon completion of the course, students should be able to: <ul style="list-style-type: none">■ 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
Length	1 day

I. Creating a Basic Publication

- A. Explore the Microsoft Office Publisher 2007 Environment
- B. Create a Publication from a Publication Design
- C. Add Design Object Placeholders
- D. Add Content to a Publication
- E. Save a Publication
- F. Create Business Information Data

II. Modifying a Publication's Layout and Structure

- A. Insert Text in a File
- B. Organize Text Boxes and Picture Frames in the Layout
- C. Connect Text Boxes
- D. Divide Text Boxes into Columns
- E. Organize Pages in the Publication
- F. Insert Common Layout Elements



III. Editing Content in a Publication

- A. Edit Text in a Publication
- B. Research Information
- C. Find and Replace Text
- D. Spell Check the Publication
- E. Save Reusable Content

IV. Formatting a Publication

- A. Format Text
- B. Apply Schemes
- C. Insert Symbols
- D. Format Paragraphs
- E. Create Paragraph Styles
- F. Format Text Boxes

V. Formatting Pictures in a Publication

- A. Format Picture Frames
- B. Customize Picture Appearance
- C. Insert WordArt
- D. Insert a Design Gallery Object

VI. Preparing a Publication for Distribution

- A. Check the Design of a Publication
- B. Manage Pictures in a Publication
- C. Save a Publication for Distribution
- D. Preview and Print a Publication
- E. Compose a Publication for Email
- F. Create a Website
- G. Publish a Web Page