



# PUBLISHER 2007

## ALL LEVELS

**COURSE CODE : PB207ALL**

**DURATION : 1 DAY**

### **COURSE AIMS**

This has been designed to teach delegates how to create newsletters, brochures, business cards, postcards and flyers. Delegates will look at how to create a publication from scratch or use one of the many business and personal designs available in Publisher

### **DELEGATE PRE-REQUISITES**

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of Publisher is required.

## **COURSE OUTLINE**

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### **PUBLISHER WORKPLACE**

- Customising The Toolbars

### **CREATING A BASIC PUBLICATION**

- Create a Publication from a Publication Design
- Add Design Object Placeholders
- Add Content to a Publication
- Save a Publication

### **CREATE BUSINESS INFORMATION DATA**

- 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
- Organise Pages in the Publication
- Insert Common Layout Elements

### **FORMATTING A PUBLICATION**

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

### **FORMATTING A PUBLICATION**

- Format Text
- Insert Symbols
- Margins & Alignment
- Bullets & Numbering
- Using & Managing Styles
- Format Text Boxes
- Drop Cap
- Columns
- Fills and Colours
- Lines & Borders
- Autocorrect
- Importing Text

### **USING TABLES IN A PUBLICATION**

- Inserting Tables
- The Table Frame Tool
- Autoformat
- Formatting Tables
- Excel & Word Tables

### **FORMATTING PICTURES IN A PUBLICATION**

- Format Picture Frames
- Customise Picture Appearance
- The Picture Toolbar
- Insert WordArt
- Insert a Design Gallery Object

### **PUBLISHER PAGES**

- Master Pages
- Headers & Footers
- Duplicating Pages
- Moving / Deleting Pages
- Page Setup Options

### **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
- Mail Merge
- Pack & Go



**FAST TRACK**  
COMPUTER TRAINING