

Title:

Microsoft Publisher 2007 Module 1

Application

Microsoft Publisher 2007

Competency

N/A

ISBN

978-1-921340-80-2

Duration (hrs)

20

Description

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.

Microsoft Publisher 2007

Module 1

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

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

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.

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.

122 pages

Microsoft Publisher 2007

Module 1

Contents**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
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Working With Toolbars
Exiting From Publisher

Publisher Essentials

Creating A Business Information Set
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Saving A Publication
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Closing A Publication
Opening An Existing Publication
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The Building Blocks Of Publications
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Formatting Text
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Text Alignment In A Text Box
Importing Text
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Using Baseline Guides
Paragraph Spacing
Linking Text Boxes
Drawing Text Boxes Accurately
Text Box Margins
Hyphenation

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Creating Text Styles
Applying Text Styles
Modifying A Style
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Overview Of Tabs And Lists
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Creating Leader Tabs
Creating Bulleted Lists
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- Changing Font Size In Tables
- Changing Row Heights
- Changing Column Widths
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- Applying Shading To A Table
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- 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