

Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2007

General Description	The skills and knowledge acquired in Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2007 applies to individuals who work in a range of environments and require skills in desktop publishing. They may work as individuals providing administrative support within an enterprise, or may be technical or knowledge experts responsible for the production of their own documents.
Learning Outcomes	<p>At the completion of Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2007 you should be able to:</p> <ul style="list-style-type: none"> • 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 • work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders
Target Audience	Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2007 is designed for users who are keen to extend their understanding and knowledge of the software.
Prerequisites	Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2007 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.
Pages	158 pages
Approx* Duration	Nominal course hours 50
Course Disk	Many of the topics in Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2007 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF646.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, February 26, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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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
- Publisher 2007 Toolbars
- Working With Toolbars
- Exiting From Publisher
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Text

- Creating A Text Box
- Formatting Text
- Applying Colour To Text
- Text Alignment In A Text Box

- Importing Text
- Wrapping Text
- Checking Spelling
- Practice Exercise

Text Techniques

- Text Columns
- Using Baseline Guides
- Paragraph Spacing
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Hyphenation
- Practice Exercise

Text Styles

- Creating Text Styles
- Applying Text Styles
- Modifying A Style
- Creating A Style By Example
- Changing A Style By Example
- Practice Exercise

Tabs And Lists

- Overview Of Tabs And Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists
- Practice Exercise

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
- Practice Exercise

Mail Merge

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
- Filtering Data
- Merge Printing

- Clearing A Filter
- Practice Exercise

Drawing

- Creating AutoShapes
- Copying And Moving Shapes
- Formatting AutoShapes
- Drawing Lines
- Formatting Lines
- Ordering Objects
- Grouping Objects
- Using The Design Gallery
- Practice Exercise

WordArt

- Creating WordArt
- Formatting WordArt
- Adjusting Shadows In WordArt
- Using AutoShapes With WordArt
- Creating WordArt From Existing Text
- Centring And Spacing WordArt
- Practice Exercise

Stationery And Page Orientation

- Portrait And Landscape
- Setting Up Envelopes
- Setting Up Labels
- Setting Up Folded Cards
- Practice Exercise

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
- Practice Exercise

General Computer Operation

- Setting Up An Ergonomic Workstation
- Breaks And Exercises
- Reducing Paper Wastage

Your supplier is:

Product Information



Environmentally Friendly
Computing
Backup Procedures
Electronic File Management
Managing File Folders
Creating A Quick File Listing

Concluding Remarks

Your supplier is:

Product Information