

Microsoft Publisher 2007 Module 1

General Description	The skills and knowledge covered in this publication are sufficient to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes, labels and the like.
Learning Outcomes	At the completion of Microsoft Publisher 2007 Module 1 you should be able to: <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
Target Audience	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.
Prerequisites	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.
Pages	122 pages
Approx* Duration	16 hrs
Course Disk	Many of the topics in Microsoft Publisher 2007 Module 1 require you to open an existing file with data in it. These files can be obtained from your Instructor.
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 Tuesday, November 25, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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

Publisher Essentials

- Creating A Business Information Set
- Understanding Publication Types
- Creating A Publication
- Saving A Publication
- Using Print Preview
- Printing A Publication
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Objects And Frames

- Tips For Planning A Publication
- The Building Blocks Of Publications
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- Merging Cells In A Table
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- Drawing Lines
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WordArt

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- Using AutoShapes With WordArt
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- 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

Concluding Remarks

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