

## Microsoft Publisher 2007 Module 1 (with Challenge Exercises)

<b>General Description</b>	The skills and knowledge acquired in Microsoft Publisher 2007 Module 1 (with Challenge Exercises) are sufficient to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes, labels and the like.
<b>Learning Outcomes</b>	At the completion of Microsoft Publisher 2007 Module 1 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none"><li>• start, navigate and generally work with Microsoft Publisher</li><li>• understand concepts essential to the use of Publisher</li><li>• work with objects and frames in a publication</li><li>• work with text in a publication</li><li>• enhance the text in a publication</li><li>• perform a mail merge in Microsoft Publisher</li><li>• create drawings</li><li>• create WordArt objects</li><li>• create stationery using Microsoft Publisher</li><li>• use layout and page techniques to enhance publications</li></ul>
<b>Target Audience</b>	Microsoft Publisher 2007 Module 1 (with Challenge Exercises) is designed for people who need to know how to create a range of business-based documents including brochures, fliers, newsletters, labels and the like.
<b>Prerequisites</b>	Microsoft Publisher 2007 Module 1 (with Challenge Exercises) 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.
<b>Pages</b>	148 pages
<b>Approx* Duration</b>	24.7 hrs
<b>Course Disk</b>	Many of the topics in Microsoft Publisher 2007 Module 1 (with Challenge Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF.
<b>Methodology</b>	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.
<b>Companion Publications</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

\* 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 Wednesday, May 28, 2008 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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### **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
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- 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**

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### **Tabs And Lists**

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- Creating Tabs
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### **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
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### **Mail Merge**

- Creating A Data Source
- Creating A Mail Merge Publication
- Showing Merge Results
- Sorting A Merge
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### **Drawing**

- Creating AutoShapes
- Copying And Moving Shapes
- Formatting AutoShapes
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- Using The Design Gallery
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### **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

### **Concluding Remarks**

Your supplier is:

**Product Information**