

Publisher 2007: Basic

1 Day

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Getting Started

Lesson 1.1: Starting Out

- What Is Microsoft Publisher?
- What's New in Publisher 2007?
- Opening Microsoft Publisher
- Interface Overview
- Closing Microsoft Publisher

Lesson 1.2: Working With Files

- Saving Files
- Opening Files
- Switching Between Open Files
- Closing Publications

Lesson 1.3: Interacting With Publisher

- Using Publisher's Menus
- Using the Standard Toolbar
- Using the Formatting Toolbar
- Moving Toolbars
- Hiding and Showing Toolbars
- Using the Status Bar

Lesson 1.4: Getting Help in Publisher

- Using the Help Menu
- Using the Help Screen
- Using the Ask A Question Box
- Getting Help In A Dialogue Box

Section 2: Creating a Basic Publication

Lesson 2.1: Creating a Publication from the Getting Started Window

- Choosing a Publication Type
- Choosing a Template
- Searching For Templates
- Customizing a Template
- Opening a Recent Publication

Lesson 2.2: Using the Format Publication Task Pane

- Setting Page Options
- Setting Color Schemes
- Setting Font Schemes
- Setting Publication Options

Lesson 2.3: Adding Text

- Typing Text
- Using Basic Effects
- Using Find and Replace
- Inserting Symbols
- Inserting the Date and Time

Lesson 2.4: Working With Pages

- Inserting a Page
- Deleting a Page
- Move a Page
- Adding Sections
- Adding Page Numbers
- Adding Headers and Footers

Publisher 2007: Basic, continued

Section 3: Doing More with Text

Lesson 3.1: Editing Text

- Selecting Text
- Cutting, Copying, and Pasting
- Using the Format Painter
- Using Undo and Redo
- Using the Office Clipboard

Lesson 3.2: Editing Text with the Formatting Toolbar

- Changing the Font Type
- Changing the Font Size
- Changing Font Color
- Modifying Line Spacing
- Setting Alignment

Lesson 3.3: Advanced Text Formatting

- Using the Font Dialogue
- Adding Drop Caps
- Using Kerning, Tracking, and Scaling

Lesson 3.4: Changing How Paragraphs Look

- Using the Paragraph Dialogue Box
- Setting Tabs
- Using AutoFit Options
- Adding Bullets and Numbers
- Adding Columns

Section 4: Adding To Your Publication

Lesson 4.1: Adding Business Information

- About Business Information
- Using the Business Information Task Pane
- Using the Business Information Dialogue
- Adding Your Information to a Publication
- Editing Your Information

Lesson 4.2: Editing Tools

- Using AutoCorrect
- Using Spell Check
- Using the Research Task Pane
- Using the Thesaurus

Lesson 4.3: Adding Graphics

- Using Picture Frames
- Inserting ClipArt
- Inserting a Picture from a File
- Inserting a Picture from a Scanner/Camera
- Drawing a Shape from the Objects Toolbar

Lesson 4.4: Editing Graphics

- The Picture Toolbar
- Using the Format Picture Dialogue
- Using the Picture Display

Lesson 4.5: Editing Your Publication

- Changing Your Design
- Applying Backgrounds
- Inserting an Object from the Design Gallery
- The Content Library
- Adding an Object to the Content Library
- Inserting an Object from the Content Library

Section 5: Printing and Viewing Your Publication

Lesson 5.1: Managing Windows

- Using Minimize, Maximize, and Restore
- Arranging Windows
- Cascading Windows
- Using Zoom
- Viewing a Two-Page Spread

Lesson 5.2: Using Page Setup and Print Setup

- Opening Page Setup
- Choosing a Paper Size
- Setting a Custom Paper Size
- Opening Print Setup
- Modifying Publication and Paper Settings
- Setting Printer Details

Lesson 5.3: Using Print Preview

- Opening Print Preview
- Using the Print Preview Toolbar
- Zooming In and Out
- Navigating Print Preview

Lesson 5.4: Printing a Publication

- Printing Commands
- Using the Print Dialogue
- Setting the Page Range
- Setting the Number of Copies