

Publisher 2007: Advanced

1 Day

Prerequisites

- MS Publisher 2007 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

SECTION 1: Making a Publication Consistent

Lesson 1.1: Creating Master Pages

Viewing Master Pages
Using the Edit Master Page Toolbar
Creating Master Pages
Editing Master Pages
Sending Objects to the Master Page

Lesson 1.2: Using Master Pages

Single and Two Page Master Spreads
Applying a Master Page
Applying Different Master Pages to a Two-Page Spread
Applying a Master Page to a Variety of Pages
Ignoring a Master Page

Lesson 1.3: Using Styles

Using the Styles Task Pane
Applying a Style
Modifying a Style
Creating a Style

Lesson 1.4: Managing Styles

Deleting a Style
Importing Styles
Displaying Styles in a Document
Revealing Special Characters

SECTION 2: Enhancing Your Publication

Lesson 2.1: Using Objects

Inserting a Text File
Creating a New Embedded Object
Embedding Part of a File
Embedding an Entire File
Editing Embedded Objects

Lesson 2.2: Adding Tables

Inserting a Table
Anatomy of a Table
Selecting a Table or Part Thereof
Inserting or Deleting a Table or Part Thereof

Lesson 2.3: Editing Tables

Merging Cells
Splitting Cells
Adding Cell Diagonals
Using Fill Down and Fill Right
Using AutoFormat

Lesson 2.4: Manually Formatting a Table

Opening the Format Table Dialogue
Using the Color and Lines Tab
Using the Size Tab
Using the Layout Tab
Using the Cell Properties Tab

SECTION 3: Adding Graphics

Lesson 3.1: Adding WordArt

Using the WordArt Toolbar
Inserting WordArt
Changing the Font Color
Changing the Outline Color
Changing the WordArt Text or Style
Adding Effects

Lesson 3.2: Editing WordArt

Resizing WordArt
Moving WordArt
Rotating WordArt
Stretching WordArt

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Lesson 3.3: Adding AutoShapes

- Drawing a Basic Shape
- Drawing an AutoShape
- Changing the Outline Color
- Changing the Fill Color
- Adding Effects
- Sample Shapes

Lesson 3.4: Editing AutoShapes

- Cutting, Copying, and Pasting AutoShapes
- Moving and Deleting AutoShapes
- Using the Formatting Toolbar to Edit AutoShapes
- Using the Format AutoShape Dialogue

Lesson 3.5: Working With AutoShapes

- Change Text Wrapping
- Grouping and Ungrouping AutoShapes
- Layering AutoShapes
- Rotating and Flipping AutoShapes
- Adding an AutoShape to the Content Library

SECTION 4: Inside Publisher

Lesson 4.1: Setting Publisher Options

- Using the Trust Center
- Changing Publisher's Measurement Units
- Disabling Wizards
- Setting Auto Recover Options

Lesson 4.2: Setting Language Options

- Setting AutoCorrect Options
- Setting Your Language
- Setting Spelling Options
- Using Hyphenation

Lesson 4.3: Customizing Publisher

- Customizing Publisher's Menus
- Adding or Removing Toolbar Buttons
- Creating Toolbars
- Resetting Toolbars
- Deleting Toolbars
- Setting Toolbar Options