

Microsoft® Office Publisher 2007

Course Description

You're starting Microsoft® Office Publisher 2007, which is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

- **Course Objective:** You will create, format, revise, and distribute publications.

Target Student: This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2007 to create, layout, and edit publications.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a one-page publication.
- modify a publication's layout and structure.
- edit content in the publication.
- format a publication.
- format pictures.
- identify the options for distributing a publication.

Course Content

Lesson 1: Creating a Basic Publication

Topic 1A: Explore the Microsoft Office Publisher 2007 Environment
Topic 1B: Create a Publication from a Publication Design
Topic 1C: Add Design Object Placeholders
Topic 1D: Add Content to a Publication
Topic 1E: Save a Publication
Topic 1F: Create Business Information Data

Lesson 2: Modifying a Publication's Layout and Structure

Topic 2A: Insert Text in a File
Topic 2B: Organize Text Boxes and Picture Frames in the Layout
Topic 2C: Connect Text Boxes
Topic 2D: Divide Text Boxes into Columns
Topic 2E: Organize Pages in the Publication
Topic 2F: Insert Common Layout Elements

Lesson 3: Editing Content in a Publication

Topic 3A: Edit Text in a Publication
Topic 3B: Research Information
Topic 3C: Find and Replace Text
Topic 3D: Spell Check the Publication
Topic 3E: Save Reusable Content

Lesson 4: Formatting a Publication

Topic 4A: Format Text
Topic 4B: Apply Schemes

Topic 4C: Insert Symbols
Topic 4D: Format Paragraphs
Topic 4E: Create Paragraph Styles
Topic 4F: Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

Topic 5A: Format Picture Frames
Topic 5B: Customize Picture Appearance
Topic 5C: Insert WordArt
Topic 5D: Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

Topic 6A: Check the Design of a Publication
Topic 6B: Manage Pictures in a Publication
Topic 6C: Save a Publication for Distribution
Topic 6D: Preview and Print a Publication
Topic 6E: Compose a Publication for Email
Topic 6F: Create a Website