
Overview: 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, manage, revise, and distribute publications.

Prerequisites: This course assumes that you are familiar with using personal computers and word processing. One of the following courses is recommended, or you should have equivalent knowledge of: Windows XP Professional: Level 1.

Course length: 1-day

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 a publication.
 - format a publication.
 - format pictures.
- identify the options for distributing a publication

Course Content

Lesson 1: Creating a Basic Publication

Explore the Microsoft Office Publisher 2007 Environment
Create a Publication from a Publication Design
Add Design Object Placeholders
Add Content to a Publication
Save a Publication
Create Business Information Data

Lesson 2: Modifying a Publication's Layout and Structure

Insert Text in a File
Organize Text Boxes and Picture Frames in the Layout
Connect Text Boxes
Divide Text Boxes into Columns
Organize Pages in the Publication
Insert Common Layout Elements

Lesson 3: Editing Content in a Publication

Edit Text in a Publication
Research Information
Find and Replace Text
Spell Check the Publication
Save Reusable Content

Lesson 4: Formatting a Publication

Format Text
Apply Schemes
Insert Symbols
Format Paragraphs
Create Paragraph Styles
Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

Format Picture Frames
Customize Picture Appearance
Insert WordArt
Insert a Design Gallery Object

**Lesson 6: Preparing a Publication
for Distribution**

Check the Design of a Publication
Manage Pictures in a Publication
Save a Publication for Distribution
Preview and Print a Publication
Create a Website
Publish a Web Page