

Course Overview

In this 2-day course, designed for Publisher 2007 and 2003, you will learn the essentials of desktop publishing using Microsoft Publisher, for the purpose of creating newsletters, brochures, flyers, manuals or other publications. You will learn how to create a one-page publication, how to modify a publication's layout and structure, how to edit content in the publication, how to format a publication, how to format pictures, and how to identify the options for distributing a publication.

Course Preparation

Prerequisite: *Microsoft Windows – Level 1* or equivalent experience.

Course Topics

Creating a Basic Publication

- Exploring the Microsoft Office Publisher Environment
- Creating a Publication from a Publication Design
- Adding Design Object Placeholders
- Adding Content to a Publication
- Saving a Publication
- Creating Business Information Data

Modifying a Publication's Layout and Structure

- Inserting Text in a File
- Organizing Text Boxes and Picture Frames in the Layout
- Connecting Text Boxes
- Dividing Text Boxes into Columns
- Organizing Pages in the Publication
- Inserting Common Layout Elements

Editing Content in a Publication

- Editing Text in a Publication
- Researching Information
- Finding and Replacing Text
- Spelling Check the Publication
- Saving Reusable Content

Formatting a Publication

- Formatting Text
- Applying Schemes
- Inserting Symbols
- Formatting Paragraphs
- Creating Paragraph Styles
- Formatting Text Boxes

Formatting Pictures in a Publication

- Formatting Picture Frames
- Customizing Picture Appearance
- Inserting WordArt
- Inserting a Design Gallery Object

Preparing a Publication for Distribution

- Checking the Design of a Publication
- Managing Pictures in a Publication
- Saving a Publication for Distribution
- Previewing and Printing a Publication
- Composing a Publication for Email
- Creating a Website
- Publishing a Web Page