

Microsoft® Publisher 2007

End-User Computer-Based Training



Using Publisher

- Defining Desktop Publishing
- Creating a Publication
- Viewing a Publication

Navigating Publisher

- Using Toolbars
- Using Task Panes
- Using Rulers
- Using the Status Bar
- Using the Document Pane

Opening and Saving Files

- Opening Publications
- Saving and Save As

Setting Up the Page

- Defining the Page Size
- Choosing Orientation

Creating Templates

- Applying Templates
- Changing Templates
- Choosing Color Schemes
- Choosing Font Schemes

Formatting Backgrounds

- Applying Backgrounds
- Omitting Backgrounds

Working with Text Boxes

- Adding Text
- Moving Text
- Sizing Text Boxes
- Linking Text Boxes
- Formatting Text Boxes
- Aligning Text
- Rotating Text Boxes
- Defining Layout

Working with Fonts

- Changing Fonts
- Formatting Fonts
- Adjusting Space and Size
- Using the Format Painter
- Using Styles

Working with Paragraphs

- Viewing Special Characters
- Setting Indents and Spacing
- Using Line and Paragraph Breaks
- Applying Bullets and Numbering
- Formatting with Horizontal Rules
- Setting Tabs
- Adding Drop Caps

Proofing a Document

- Checking Spelling
- Using AutoCorrect
- Checking Design

Inserting Shapes

- Sizing Shapes
- Moving Shapes
- Changing AutoShapes
- Grouping Shapes
- Formatting Shapes
- Ordering Shapes
- Aligning Shapes
- Design Gallery Objects
- Adding Text

Inserting WordArt

- Using WordArt Styles
- Sizing WordArt
- Inserting WordArt
- Changing Shapes
- Changing Effects
- Adding Shadows
- Changing to 3D

Inserting Pictures

- Sizing Pictures
- Moving Pictures
- Formatting Pictures
- Applying Picture Layout
- Using Picture Frames

Inserting ClipArt

- Searching for ClipArt
- Sizing ClipArt
- Positioning ClipArt
- Formatting ClipArt
- Applying ClipArt Layout

Inserting Publication Elements

- Using Graphic Elements
- Using Text Elements

Using the Office Clipboard

- Using the Office Clipboard to Move Text
- Using the Office Clipboard Task Pane Options

Working with Tables

- Inserting Tables
- Selecting a Table
- Inserting and Deleting
- Merging and Splitting

- Sizing a Table
- Formatting a Table

Adding Content

- Importing a Word Document
- Inserting Word Object
- Inserting Microsoft Graph Charts
- Inserting Excel Charts
- Inserting Worksheets
- Inserting PowerPoints
- Inserting Business Information

Working with Pages

- Designing a Page
- Inserting and Deleting
- Moving Pages
- Changing Design

Working with Master Pages

- Defining Master Pages
- Naming Master Pages
- Applying Master Pages
- Adding Master Pages
- Using Headers and Footers

Printing Documents

- Using Print Preview
- Using Print Setup
- Printing Publications

Converting to the Web

- Converting to the Web
- Previewing Web Pages

Preparing for Distribution

- Designing Checker Options
- Accessing Trust Center
- Managing Graphics

Using Pack and Go

- Playing on Another Computer
- Preparing for Commercial Printing

Sending E-mail

- Creating a Mail Message
- Attaching the Publication

Defining Properties

- Defining Properties

Using Mail Merge

- Creating a Recipient List
- Preparing the Publication
- Merging the Publication
- Cancelling the Merge
- Creating an E-mail Merge

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Default Courses

Publisher For Beginners

- Creating a Publication
- Viewing a Publication
- Changing Templates
- Choosing Color Schemes
- Applying Backgrounds
- Opening Publications
- Saving and Save As
- Choosing Font Schemes
- Sizing Text Boxes
- Formatting Text Boxes
- Aligning Text
- Rotating Text Boxes
- Defining Layout
- Changing Fonts
- Viewing Special Characters
- Checking Spelling
- Checking Design

Did You Know About

- Using Toolbars
- Using Task Panes
- Using Rulers
- Using the Status Bar
- Using the Document Pane
- Adding Text
- Linking Text Boxes
- Using the Format Painter
- Formatting with Horizontal Rules
- Adding Drop Caps
- Applying Picture Layout
- Using Graphic Elements
- Inserting Tables
- Inserting and Deleting
- Importing Word Documents
- Inserting Sheets
- Designing a Page
- Adding and Deleting
- Naming Master Pages
- Applying Master Pages
- Playing on Another Computer
- Preparing for Commercial Printing
- Attaching the Publication

Intermediate Publisher

Features

- Moving Shapes
- Changing AutoShapes
- Grouping Shapes
- Formatting Shapes
- Ordering Shapes
- Aligning Shapes
- Design Gallery Objects
- Adding Text
- Sizing Word Art
- Sizing Pictures
- Using Graphic Elements
- Using Text Elements
- Moving Text
- Sizing a Table
- Designing a Page
- Moving Pages
- Changing Design
- Naming Master Pages

Advanced Publisher

Features

- Converting to Web
- Designing Checker Options
- Accessing Trust Center
- Managing Graphics
- Creating a Mail Message
- Defining Properties
- Creating a Recipient List
- Preparing the Publication
- Merging the Publication
- Cancelling the Merge
- Creating an E-mail Merge



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