

Microsoft®

Publisher 2007

Course Outline

Foundation Level

MICROSOFT PUBLISHER 2007

- Using File Types
- Using the Microsoft Web Site

CREATING A PUBLICATION

- Selecting a publication type and template
- Using page options
- Using colour schemes
- Using font schemes
- Using quick publication options

TEXT & PAGES

- Entering text
- Selecting text
- Modifying font colour
- Modifying the font size
- Modifying the font type
- Modifying line spacing
- Modifying text alignment
- Inserting drop caps
- Inserting symbols
- Inserting the date and time
- Using the Format Painter
- Using Undo and Redo
- Using kerning
- Using tracking
- Inserting bullets
- Inserting numbers
- AutoFit options
- Inserting pages
- Moving pages
- Deleting pages
- Inserting page numbers
- Inserting sections
- Inserting headers and footers

GRAPHICS

- Inserting clipart
- Inserting a graphic from a file
- Inserting a graphic from a scanner or camera
- The Picture Toolbar
- Inserting AutoShapes
- Modifying AutoShape properties
- Grouping and ungrouping AutoShapes
- Rotating and flipping AutoShapes
- Inserting a WordArt object
- Modifying WordArt properties

ARRANGING OBJECTS

- The horizontal and vertical guides
- The Ruler
- The Layout guides dialog box
- Baseline guides
- Grid guides
- Margin guides
- Align commands
- Distribute commands
- Nudge commands
- Snap commands

PERSONALISING THE PUBLICATION

- Applying backgrounds
- Applying a colour scheme
- Creating a colour scheme
- Editing a colour scheme
- Deleting a colour scheme
- Applying a font scheme
- Creating a font scheme
- Editing a font scheme
- Deleting a font scheme
- Inserting information to a publication
- Editing your information
- Using the business information dialog

TABLES AND TEXT BOXES

- Inserting tables
- Selecting tables
- Merging cells
- Splitting cells
- Deleting tables
- Using Table AutoFormat
- Using the Format Table dialog
- Inserting a text box
- Moving a text box
- Modifying text direction
- Resizing a text box
- AutoFit
- Linking & Unlinking text boxes
- Deleting a text box

MASTER PAGES AND STYLES

- Creating master pages
- Editing master pages
- Applying a master page
- Creating a style
- Modifying a style
- Applying a style
- Deleting a style

CUSTOMISATION OPTIONS

- AutoRecovery options
- AutoCorrect options
- Spelling options
- Toolbar options

SAVING & PRINTING ISSUES

- Print Preview & Zoom
- The Design Checker
- Printing options
- Packing a publication options

PUBLISHING TO THE WEB

- Inserting a mailto link
- Inserting hyperlinks
- Publishing your site