

Publisher 2007

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.

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

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

Editing Content in a Publication

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

Formatting a Publication

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

Formatting Pictures in a Publication

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

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
- Compose a Publication for Email
- Create a Website
- Publish a Web Page