

Microsoft®

# Publisher 2007

## Course Outline

Foundation Level

*1 Day Course*

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### INTRODUCTION TO PUBLISHER 2007

- Boundaries and Guides
- Function keys
- Frames
- Help
- Using templates
- The working environment

### RIBBONS AND TABS

- Ribbons and Tabs
- The Office Button
- Icon meanings

### PAGE LAYOUTS

- Page orientation
- Publication types
- Publication designs and templates

### CREATING IMAGES AND AUTOSHAPES

- Creating line images
- Creating autoshape images
- Formatting images
- Grouping images
- Resizing images
- Using wordart

### IMPORTING TEXT and FORMATTING

- Importing text from other formats
- Using auto flow
- Using and resizing text boxes
- Formatting text
- Using colours
- Using colour schemes

### IMPORTING GRAPHIC IMAGES

- Importing clipart
- Importing images from file
- How to insert images to fit page
- Resizing images

### DESIGNING

- Designing a simple card
- Editing and inserting images
- Editing and inserting text boxes

### SAVING

- Using the Save As command
- Using Save
- Saving different file types

### PRINTING A PUBLISHER DOCUMENT

- Setting up print options
- Printing to correct size