

Microsoft ®

Publisher 2007

Course Outline

Intermediate Level

1 Day Course

PUBLISHER 2007 TEMPLATES

- Accessing and using Templates
- Saving documents as templates
- Accessing the Microsoft Templates area
- Downloading Microsoft Templates
- Using the correct paper

WORKING WITH MASTER PAGES

- Downloading Microsoft Templates
- Creating master pages
- Saving master pages

LAYERING EFFECTS

- Using layering techniques
- Using object formatting
- Using grouping methods

CREATING BUSINESS CARDS

- Designing business cards
- Inserting images and text
- Print options for cards

CREATING DESIGN SETS

- Designing invitations
- Designing compliment slips
- Personalised stationery

CREATING BROCHURES

- Deciding on type of brochure
- Brochure content and position
- Type of card or paper
- Print options

IMPORTING OTHER FILES

- Inserting objects from other applications
- Using OLE
- Inserting Tables
- Formatting tables

CREATING NEWSLETTERS

- Setting up the newsletter
- Inserting columns and images
- Adjusting columns and images
- Using autoflow

BUSINESS FORMS

- Creating business forms
- Personalising business forms

CREATING A CATALOGUE

- Creating a catalogue
- Using the different pages
- Inserting Table of Contents
- Printing the catalogue