

MS Publisher 2007 Basic



6 Hours of Instruction
\$225

Course Description: Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

Course Content

Getting started

The Publisher interface
Getting help

Basic documents

Basic publications
Object positioning

Multi-page publications

Multi-page layouts
Master pages

Working with text

Text box linking
Paragraph formatting

Tables

Table basics
Table structure
Table formatting

Layout and design techniques

Text boxes
Graphics
Stacking and grouping objects

Finalizing documents

Document output
Print preparation