MS Publisher 2007 Advanced

Course Length: 1.0 days

Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word.

This dynamic training course is available now throughout Hong Kong, including Central.

Publisher 2007 Advanced Course Outline

Foreword:

Publisher is a task-based desktop publishing tool and is flexible and powerful authoring software. It goes well beyond what you can produce with a type of word processing software like Word. This course will help you learn more advanced skills for working with publications, including print, e-mail and web-based.

Outcomes:

- Import text from another file
- Work with Text Box Overflow
- Use special characters
- Work with tab stops
- Insert the date and time
- Convert pictures to watermarks
- Make pictures transparent
- Use the Graphics Manager Task Pane
- Move, group, ungroup, align, distribute and order objects
- Add an object for multiple pages
- Use sound and motion clips with keywords
- Use animated gifs
- Create a data source, and address list and a mail merge
- Track the effectiveness of marketing materials
- Add postal bar codes to labels or envelopes
- Create a catalog
- Use the Design Checker to check for publication errors
- Set Commercial Print Information
- Send Files via email
- Save files as different formats, including XPS
- Use the Pack and Go Wizard to prepare a publication for commercial printing

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Publisher 2007 Advanced Training Course - Lesson 1
Getting Started

- Workshop Objectives

Publisher 2007 Advanced Training Course - Lesson 2
Working With Text

- Import Text from a File
- Working with Text Box Overflow
- Inserting Symbols, Fractions, or Special Characters
- Set or Change Tab Stops
- Insert Date and Time

Publisher 2007 Advanced Training Course - Lesson 3
Working with Pictures

- Wrapping Text Around a Picture
- Cropping Pictures
- Inserting a Picture into an AutoShape
- Converting Pictures to Watermarks
- Make Pictures Transparent

Publisher 2007 Advanced Training Course - Lesson 4
Graphics and Objects

- Graphics Manager Task Pane
- Using the Building Blocks Library
- Adding Text to a Shape
- Graphic File Formats and Filters

Publisher 2007 Advanced Training Course - Lesson 5
Moving and Grouping Objects

- Moving an Object
- Group and Ungroup Objects
- Align or Distribute Objects
- Send an Object to the Back

Publisher 2007 Advanced Training Course - Lesson 6
Page Layout

- Change the Paper Size
- Changing Page Size
- Scratch Area
- Add or Remove Headers and Footers
- Make an Object Appear on Multiple Pages

Publisher 2007 Advanced Training Course - Lesson 7
Media Files

- About Media Files
- Adding a File to Microsoft Clip Organizer
- Add, Change, or Delete Keywords for a Clip
- Sound and Motion Clips
- Animated GIFs

Publisher 2007 Advanced Training Course - Lesson 8
Mail and E-mail Merges

- Creating a Data Source for a Mail Merge
- The Mail Merge Wizard
- Tracking Effectiveness
- Creating an Address List for a Mail Merge
- Add Postal Bar Codes to Labels or Envelopes in Publisher

Publisher 2007 Advanced Training Course - Lesson 9
Creating a Catalog

- Insert Catalog Pages
- Create a Product List
- Choosing a Catalog Layout
- Finishing Your Catalog Merge

Publisher 2007 Advanced Training Course - Lesson 10
Publication Information

- Personalizing Your Publication
- Using the Design Checker
- Setting Commercial Print Information
- View or Change Properties

Publisher 2007 Advanced Training Course - Lesson 11
Save and Send Files

- Send Using Email
- Save Files in Other Formats
- Save as an XPS File
- Using the Pack and Go Wizard for Commercial Printing

Publisher 2007 Advanced Training Course - Lesson 12
Wrapping Up

- Words from the Wise

Web Links:

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