

Microsoft® Office Publisher 2007

Course Specifications

Course number: 084704

Software: Microsoft® Office Publisher 2007

Course length: 1.0 day(s)

Course Description

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.

Course Objective: You will create, format, revise, and distribute publications.

Target Student: This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2007 to create, layout, and edit publications.

Prerequisites: This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; manage files and folders; and select text. One of the following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system. 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A floppy-disk drive.
- A CD-ROM drive.
- A mouse or other pointing device.
- An 1024 x 768 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows 2000 or XP (This course was written and developed using Windows XP. The class setup maybe slightly different if using Windows 2000).

Software Requirements

- Windows XP Professional with Service Pack 1a or later or Windows 2000 Professional with Service Pack 4 or later.
- Microsoft Office Professional Edition 2007.
- An installed print driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- Perform a complete installation of Adobe Acrobat Reader 6.0 or higher.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a one-page publication.
- modify a publication's layout and structure.
- edit content in the publication.
- format a publication.
- format pictures.
- identify the options for distributing a publication.

Course Content

Lesson 1: Creating a Basic Publication

Topic 1A: Explore the Microsoft Office Publisher 2007 Environment

Topic 1B: Create a Publication from a Publication Design

Topic 1C: Add Design Object Placeholders

Topic 1D: Add Content to a Publication

Topic 1E: Save a Publication

Topic 1F: Create Business Information Data

Lesson 2: Modifying a Publication's Layout and Structure

Topic 2A: Insert Text in a File

Topic 2B: Organize Text Boxes and Picture Frames in the Layout

Topic 2C: Connect Text Boxes

Topic 2D: Divide Text Boxes into Columns

Topic 2E: Organize Pages in the Publication

Topic 2F: Insert Common Layout Elements

Lesson 3: Editing Content in a Publication

Topic 3A: Edit Text in a Publication

Topic 3B: Research Information

Topic 3C: Find and Replace Text

Topic 3D: Spell Check the Publication

Topic 3E: Save Reusable Content

Lesson 4: Formatting a Publication

Topic 4A: Format Text

Topic 4B: Apply Schemes

Topic 4C: Insert Symbols

Topic 4D: Format Paragraphs

Topic 4E: Create Paragraph Styles

Topic 4F: Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

Topic 5A: Format Picture Frames

Topic 5B: Customize Picture Appearance

Topic 5C: Insert WordArt

Topic 5D: Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

Topic 6A: Check the Design of a Publication

Topic 6B: Manage Pictures in a Publication

Topic 6C: Save a Publication for Distribution

Topic 6D: Preview and Print a Publication

Topic 6E: Compose a Publication for Email

Topic 6F: Create a Website

Topic 6G: Publish a Web Page