

## **Publisher 2007: Basic**

**1 day**

### **Description**

This ILT Series course teaches the core features and functions of Publisher 2007. 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.

### **Prerequisites**

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Previous experience with Word is recommended*

### **Course Outline**

#### ***Unit 1: Getting started***

Topic A: The Publisher interface

Topic B: Getting help

#### ***Unit 2: Basic documents***

Topic A: Basic publications

Topic B: Object positioning

#### ***Unit 3: Multi-page publications***

Topic A: Multi-page layouts

Topic B: Master pages

#### ***Unit 4: Working with text***

Topic A: Text box linking

Topic B: Paragraph formatting

#### ***Unit 5: Tables***

Topic A: Table basics

Topic B: Table structure

Topic C: Table formatting

#### ***Unit 6: Layout and design techniques***

Topic A: Text boxes

Topic B: Graphics

Topic C: Stacking and grouping objects

#### ***Unit 7: Finalizing documents***

Topic A: Document output

Topic B: Print preparation