

## **Publisher 2007**

### **Microsoft Publisher 2007: Beginner**

- *Getting Started*
- *About Publisher 2007*
- *Launching Publisher 2007*
- *Opening & Closing Publisher Files*
- *Touring the Publisher Environment*
- *Navigation Techniques*

### **Creating a Publication**

- *Creating a Publication Using a Design Template*
- *About the Objects Toolbar*
- *Working with Page Setup Options*
- *Using Guides & Rulers*
- *Inserting & Deleting Text Frames*
- *Creating a Flyer*

### **Working with Publication Text**

- *Working with Text Formatting*
- *Formatting a Text Frame*
- *Working with Paragraph Formatting*
- *Using Bullets, Numbering & Indents*
- *Creating a Post Card*

### **Working with Publication Graphics**

- *Working with ClipArt*
- *Embedding Images*
- *Techniques for Selecting, Moving & Sizing Objects*
- *Formatting Publication Images & ClipArt*
- *Creating a Brochure*

### **Getting Help**

- *Working with the Online Help Search Feature*
- *Searching Help Content Offline*
- *Using Help to Find Publisher Updates & Templates*

### **Printing**

- *Setting Print Setup Options*
- *Using the Print Dialog Box*

## **Microsoft Publisher 2007: Intermediate**

### **Working with Multiple Pages**

- *Inserting & Deleting Pages*
- *Moving & Renaming Pages*
- *Working with Left- and Right-Hand Pages*
- *Working with Page Numbers*
- *Using Master Pages*

### **Using Publisher's Review & Research Tools**

- *Running Spell Check*
- *Modifying Spell Check Options*
- *Working with AutoCorrect*
- *using the Research Tool*

### **Working with WordArt**

- *Creating a WordArt Object*
- *Changing WordArt Text*
- *Working with WordArt Text Spacing*
- *Editing a WordArt Object*

### **Advanced Text Techniques**

- *Importing Text*
- *Using Find & Replace*
- *Working with Styles*
- *Creating Multi-Column Text Frames*
- *Linking Text Frames*
- *Editing Articles in Microsoft Word*

### **Working with AutoShapes & Graphics**

- *Creating an AutoShape*
- *Editing an AutoShape*
- *Formatting and AutoShape*
- *Using Align & Distribute*
- *Using Flip & Rotate*

### **Working with Publisher Options**

- *Changing Publisher Options*
- *Changing Stored Personal or Company Information*