



## MS Publisher 2007 Advanced



## MS Publisher 2007 Advanced Training 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. Have you ever tried to use a word processing program to produce a publication and find that the program restricts your ability to be creative? Your inspiration for creativity succumbs to the limitations of your word processing program. This is both frustrating and unnecessary.

Publisher 2007 can solve all these challenges. Microsoft Publisher 2007 is a flexible and powerful authoring tool. This course will teach you how to begin, edit, format and produce a publication in Microsoft Publisher 2007. This course will help you learn more advanced skills for working with publications, including print, email and web-based.

### Learning Outcomes

At the end of this course, participants will be able to:

- 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 catalogue
- 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



## MS Publisher 2007 Advanced Training Course

<p>Publisher 2007 Training Course - Lesson 1 <b>Getting Started</b></p> <ul style="list-style-type: none"><li>• Workshop Objectives</li></ul>	<p>Publisher 2007 Training Course - Lesson 2 <b>Working With Text</b></p> <ul style="list-style-type: none"><li>• Import Text from a File</li><li>• Working with Text Box Overflow</li><li>• Inserting Symbols, Fractions, or Special Characters</li><li>• Set or Change Tab Stops</li><li>• Insert Date and Time</li></ul>
<p>Publisher 2007 Training Course - Lesson 3 <b>Working with Pictures</b></p> <ul style="list-style-type: none"><li>• Wrapping Text Around a Picture</li><li>• Cropping Pictures</li><li>• Inserting a Picture into an AutoShape</li><li>• Converting Pictures to Watermarks</li><li>• Make Pictures Transparent</li></ul>	<p>Publisher 2007 Training Course - Lesson 4 <b>Graphics and Objects</b></p> <ul style="list-style-type: none"><li>• Graphics Manager Task Pane</li><li>• Using the Building Blocks Library</li><li>• Adding Text to a Shape</li><li>• Graphic File Formats and Filters</li></ul>
<p>Publisher 2007 Training Course - Lesson 5 <b>Moving and Grouping Objects</b></p> <ul style="list-style-type: none"><li>• Moving an Object</li><li>• Group and Ungroup Objects</li><li>• Align or Distribute Objects</li><li>• Send an Object to the Back</li></ul>	<p>Publisher 2007 Training Course - Lesson 6 <b>Page Layout</b></p> <ul style="list-style-type: none"><li>• Change the Paper Size</li><li>• Changing Page Size</li><li>• Scratch Area</li><li>• Add or Remove Headers and Footers</li><li>• Make an Object Appear on Multiple Pages</li></ul>
<p>Publisher 2007 Training Course - Lesson 7 <b>Media Files</b></p> <ul style="list-style-type: none"><li>• About Media Files</li><li>• Adding a File to Microsoft Clip Organiser</li><li>• Add, Change, or Delete Keywords for a Clip</li><li>• Sound and Motion Clips</li><li>• Animated GIFs</li></ul>	<p>Publisher 2007 Training Course - Lesson 8 <b>Mail and E-mail Merges</b></p> <ul style="list-style-type: none"><li>• Creating a Data Source for a Mail Merge</li><li>• The Mail Merge Wizard</li><li>• Tracking Effectiveness</li><li>• Creating an Address List for a Mail Merge</li><li>• Add Postal Bar Codes to Labels or Envelopes in Publisher</li></ul>

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## Publisher 2007 Training Course - Lesson 9 **Creating a Catalogue**

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

## Publisher 2007 Training Course - Lesson 10 **Publication Information**

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

## Publisher 2007 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 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

**Publisher 2007 Advanced** is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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