



## MS Publisher 2007 Essentials



### MS Publisher 2007 Essentials Training Course

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? Inserting graphics creates an editing nightmare. You just can seem to get the text to behave the way you want. 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.

In this course, you will learn the basic functionality and editing essentials that will allow you to produce high quality publications for both personal and business use. 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 is a hands-on class that will have you producing documents today.

Once you gain a basic understanding of Microsoft Publisher 2007, you will be able to produce a wide variety of documents for publication. Before we can begin, let us get to know each other better and review some basic workshop expectations.

#### Learning Outcomes

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

- Open and close Publisher
- Work with publications
- Create a publication
- Perform basic editing tasks
- Use the Format Publication task pane
- Perform basic formatting tasks
- Format paragraphs
- Format the page
- Add finishing touches



## MS Publisher 2007 Essentials Training Course Outline

### Publisher 2007 Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

### Publisher 2007 Training Course - Lesson 2 **Opening and Closing Publisher**

- Opening Publisher
- Using the Getting Started Window
- Interface Overview
- Creating a Blank Publication
- Closing Publisher

### Publisher 2007 Training Course - Lesson 3 **Working with Publications**

- Saving Files
- Opening Files
- Closing Files
- Using the Recent List

### Publisher 2007 Training Course - Lesson 4 **Your First Publication**

- Setting up Your Business Information
- Adding Text
- Navigating Through the Publication
- Adding a New Page
- Working with Pages

### Publisher 2007 Training Course - Lesson 5 **Basic Editing Tasks**

- Using Cut, Copy and Paste
- Using the Office Clipboard
- Using Undo and Redo
- Finding and Replacing Text

### Publisher 2007 Training Course - Lesson 6 **Using the Format Publication Task Pane**

- Viewing the Pane
- Setting Page Options
- Choosing a Colour Scheme
- Choosing a Font Scheme
- Setting Publication Options

### Publisher 2007 Training Course - Lesson 7 **Basic Formatting Tasks**

- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Applying Styles
- Applying Styles

### Publisher 2007 Training Course - Lesson 8 **Formatting Paragraphs, Part One**

- Changing Spacing
- Setting the Alignment
- Indenting Text

# Contract Trainers Australia

Professional Trainers supporting  
Training Departments  
Project Teams &  
Training Companies across Australia



0488 098 778

[enquiries@contracttrainers.com.au](mailto:enquiries@contracttrainers.com.au)  
[contracttrainers.com.au](http://contracttrainers.com.au)

## Publisher 2007 Training Course - Lesson 9 **Formatting Paragraphs, Part Two**

- Adding Bullets and Numbering
- Adding Borders
- Adding Shading
- Using the Paragraph Dialog

## Publisher 2007 Training Course - Lesson 10 **Formatting the Page**

- Creating Columns
- Changing the Background
- Adding Page Numbers
- Applying a Page Master

## Publisher 2007 Training Course – Lesson 11 **Adding the Finishing Touches**

- Checking Your Spelling
- Previewing Your Publication
- Printing Your Publication
- E-Mailing Your Publication

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

- Words from the Wise

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

### Web links:

- ☞ [Quick quote](#)
- ☞ [View Public Class Schedule](#)
- ☞ [Quick enquiry](#)
- ☞ [Visit contracttrainers.com.au](http://contracttrainers.com.au)

Phone : 0488 098 778 [www.contracttrainers.com.au](http://www.contracttrainers.com.au)

With 300 trainers Australia wide we can provide a trainer to meet your needs.