

One-on-One Personal Computer Training

Get Started Here

Microsoft Publisher is a popular desktop publishing program from Microsoft Corporation.

One-on-One Personal Computer Training provides a comprehensive introduction to Publisher 2007 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to desktop publishing (DTP). It covers the essential features people need in day-to-day use of Publisher.

At the end of the course, the student will be able to:

- ☞ Understand the purpose, advantages and terminology of desktop publishing
- ☞ Plan a new publication to meet a client's brief
- ☞ Implement DTP design principles
- ☞ Create, edit, format and print a publication
- ☞ Open, save and close publication files
- ☞ Work with Publisher's frames, screen features, layout guides, rulers, backgrounds, templates and Help
- ☞ Save time with features such as wizards, Design Gallery, Format Painter and AutoFormat
- ☞ Include tables, graphics, clip art, WordArt, drawing objects, BorderArt and text frames
- ☞ Import text and graphics from other sources
- ☞ Create and publish Web documents

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Introduction to Publisher 2007 for Windows

Contents

Part 1

- ☞ Introduction to desktop publishing
- ☞ Starting and leaving Publisher
- ☞ Screen elements, shortcut menus, Quick Access Toolbar, the Ribbon, frames, zoom, navigation tools, scratch area and Help
- ☞ Opening, saving and closing a publication
- ☞ Creating a publication using a wizard
- ☞ Adding and deleting pages
- ☞ Working with frames and Objects
- ☞ Adding text, selecting, editing and formatting text
- ☞ Nudging, aligning, grouping and rotating frames
- ☞ Inserting clip art and other graphics
- ☞ WordArt

Part 2

- ☞ Desktop publishing design principles, planning a new publication and comparison with word processors
- ☞ Starting a blank publication
- ☞ Layout guides, rulers and templates
- ☞ Importing and formatting text
- ☞ Text flow, text wrap, Format Painter, spelling checker, AutoFit, bullets and numbering
- ☞ Creating, editing and formatting tables
- ☞ Borders, fill and shadows
- ☞ Backgrounds and Design Gallery
- ☞ Drawing, editing and formatting graphics objects
- ☞ Formatting tables and changing the table structure
- ☞ Creating, editing and formatting WordArt
- ☞ Stationary and Page Orientation
- ☞ Layout and Page Techniques

Prerequisites

Students should already be familiar with PCs and Windows but no desktop publishing experience is necessary.

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