

Microsoft Publisher 2007 Advanced – 1 Day

Having completed the Foundation & Intermediate courses you will now be ready to look at Publishers time saving and consistency tools.

Producing similar document designs, e.g. Newsletters, can be time consuming if you do not use Master Pages and Styles. Publisher has caught up with the more established DTP software packages in this version, so working with complex document design is now easy to carry out. Master Pages & Styles are looked at in some depth in this course.

In this course the following areas will be covered, we can also teach this most of this content in either Publisher XP or 2003

Section One: Making a Publication Consistent

- Creating Master Pages
- Using Master Pages
- Using Styles
- Managing Styles

Section Two: Enhancing Your Publication

- Using Objects
- Adding Tables
- Editing Tables
- Manually Formatting Tables

Section Three: Adding Graphics

- Adding WordArt
- Editing WordArt
- Adding AutoShapes
- Editing AutoShapes
- Working with AutoShapes

Section Four: Inside Publisher

- Setting Publisher Options
- Setting Language Options
- Customising Publisher



For information and support

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