Microsoft Publisher 2007 Foundation – 1 Day

This first course of three will focus on Publisher 2007's new features, and the Publisher environment.

With the hundreds of templates this program has to offer, anyone has the potential to create dynamic and impressive flyers, newsletters, business cards, resumes, Web sites, and much more.

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

Section One: Getting Started

- Starting out
- Working with Files
- Interacting with Publisher
- Getting Help in Publisher

Section Two: Creating a basic Publication

- Using Getting Started Window
- Using the Task Format Publication Task Pane

Section Three: Doing More with Text

- Editing Text
- Editing Text with the Formatting Toolbar
- Advanced Text Formatting
- Changing how a Paragraph looks

Section Four: Adding to your Publication

- Adding Business Information
- Editing Tools
- Adding Graphics
- Editing Graphics
- Editing your Publication

Section Five: Printing & Viewing your Publication

- Managing Windows
- Using Page & Print Setup
- Using Print Preview
- Printing a Publication

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