

Microsoft Publisher 2007 Intermediate – 1 Day

This course follows on from the Foundation course. You will expand your working knowledge of Publisher, allowing you to be independent on prebuilt templates.

By the time you have completed this course you will be able to prepare publications for print, both within house and also for commercial printers to work with. The latter requires a good working knowledge of Publisher

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

Section One: Polishing your Publication

- Adding & Using Headers & Footers
- Using Colour Schemes
- Using Font Schemes

Section Two: Using Text boxes

- Working with Text Boxes
- Editing Text Boxes
- Doing more with Text Boxes
- Linking Text Boxes

Section Three: Arranging Objects

- Using the Ruler to set guides
- Modifying Guides
- Using the Layout Guides Dialogue
- Snapping, Aligning & Distributing Objects

Section Four: Completing your Publication

- Saving your Files
- Using Commercial Printing Tools
- Preparing your Publication
- Sending your Publication
- Merging your Publication



For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com

