

AVP Training

Computer Software Training & Consulting

Publisher 2007 Introduction (Level 1)

General Description

Introduces the skills required to produce publications including flyers, newsletters and calendars

Learning Outcomes

Use the Publisher startup window and navigate the main screen components

Browse publication types and create, save and print a basic publication

Create, modify, group and align objects and frames

Produce text boxes with formatted text and import text

Apply text columns, use baseline guides and link text boxes

Develop, apply and modify text styles

Use tabs and create bulleted and numbered lists

Modify table structures and format table text

Perform mail merge operations complete with data filtering

Create autoshapes, draw lines and order objects

Generate and format WordArt

Apply portrait and landscape orientations and set up envelopes, labels and folded cards

Develop and use templates incorporating grid guides, headers, footers and margin settings

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics Publisher 2007 Introduction (Level 1)	Publisher 2007 Orientation
	Managing Publications
	Objects and Frames
	Text Basics
	Text Techniques
	Text Styles
	Tabs and Lists
	Tables
	Mail Merge
	Drawing
	WordArt
	Stationery and Page Orientation
	Layout and Page Techniques

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