

**Windows & Macintosh
training for:**

Adobe

Photoshop
Photoshop Elements
InDesign
Illustrator
Acrobat
PageMaker
Dreamweaver
Flash
Fireworks
FreeHand

Microsoft

Word
Excel
Powerpoint
Outlook
Entourage
Visio
Publisher
FrontPage

Graphics

CorelDraw
CorelPhotoPaint
Corel PaintShop Pro
Scanning
Digital Cameras

Desktop Publishing

QuarkXPress
Design Theory

Web Design

Mozilla Composer
Writing HTML

Video Editing

QuickTime Pro
iMovie
Windows MovieMaker

Macintosh

iLife
Pages
Keynote
Numbers
Appleworks
iMovie
iPhoto
FileMaker Pro

Internet & Email

Operating Systems

Windows
Macintosh



Introduction to Microsoft Publisher 2007



Tutor: Margaret Marsh

Contents

| | |
|--|----|
| Introduction to Microsoft Publisher 2007..... | 1 |
| Getting Started..... | 2 |
| Create a New Publication from a Template | 3 |
| The Publisher 2007 Workspace | 3 |
| The Task Panel..... | 4 |
| Useful Toolbars..... | 5 |
| Business Information Data..... | 6 |
| Zooming and Moving | 7 |
| Create a Blank Publication..... | 8 |
| Working with Master Pages | 10 |
| Layout Guides..... | 13 |
| Add, Delete or Move Pages..... | 15 |
| Working with Frames and Shapes..... | 16 |
| Moving Objects..... | 17 |
| Selecting and Deselecting Objects | 18 |
| Working with Text and Text Frames | 19 |
| Importing Text | 20 |
| Connecting Text Boxes..... | 21 |
| Formatting Text Boxes | 22 |
| Formatting Text..... | 23 |
| Which is the Best Way to Edit Text? | 24 |
| Spell Check and AutoCorrect | 25 |
| Paragraph Formats | 26 |
| Working with Tabs | 28 |
| Working with Tables | 29 |
| Working with Graphic Images..... | 32 |
| Text Wrapping | 34 |
| Working with WordArt..... | 35 |
| Using the Design Gallery..... | 36 |
| Working with Objects | 37 |
| Working with Colour | 39 |
| Working with Borders | 41 |
| Working with Shadows and 3D Effects | 42 |
| About Printing Methods..... | 43 |
| Printing the Publication | 44 |
| Appendix A : Tips for Page Design..... | 45 |
| Appendix B : Creating a Page Layout Grid..... | 47 |
| Revision..... | 49 |
| Answers | 50 |
| Exercise | 53 |