

## Course Outline

# Microsoft Publisher 2007

### Course Description:

Create any type of desktop publication for print, email, or publish to the web. Learn tips & tricks for working with Publisher page options, colour schemes, font schemes, and styles. Find out how to use templates to quickly produce professional Brochures, Business Forms, Calendars, Flyers, and Newsletters for print production.

This outline can be fully customized.

#### Intro Level:

- Overview (Publication Types)
- Views and Toolbars
- Navigating
- Format Publications
  - Page Options, Colour Schemes, Font Schemes
- Formatting Objects and Text
  - Grouping, Aligning, Sizing
- Objects Toolbar (Text Boxes, Lines, AutoShapes, Design Gallery)
- Picture Toolbar (Inserting, Formatting)
- Tables
- Styles
- Mail Merge
- Page Setup and Printing

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