

Publisher 2007: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Publisher 2007: Basic. Students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, prepare mailing labels, apply Web templates and forms, and create and publish a Web site.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Publisher 2007: Basic*
- *Previous experience with Word is recommended*

Course Outline

Unit 1: Basic design options

Topic A: Publication setup
Topic B: Custom colors
Topic C: The Content Library
Topic D: The Graphics Manager pane

Unit 2: Typography

Topic A: Styles and font schemes
Topic B: Graphics in typography
Topic C: Precise spacing control
Topic D: Symbols and special characters

Unit 3: Long publications

Topic A: Sections
Topic B: Bookmarks

Unit 4: Mail merge

Topic A: Recipient lists
Topic B: Mailing labels
Topic C: The Mail Merge pane
Topic D: Mail merge fields
Topic E: Merged publications

Unit 5: Interactive forms

Topic A: Web forms
Topic B: Form settings

Unit 6: Web site publishing

Topic A: Web elements
Topic B: Web page options
Topic C: Web site publishing