



**THE
ENTERPRISE
CENTRE**

Microsoft Publisher 2007

Introduction

ENT1612

1 Day

Workshop Goal

This **one-day, hands-on** workshop is designed for users with little or no exposure to Microsoft Publisher. The intent of the course is to familiarize the students with the Publisher environment and get them up and running quickly. The workshop provides steps for creating, formatting and modifying publications.

Topic Outline

- Getting Started with Publisher 2007
- Creating Publications
- Working with Pictures
- Working with Text Frames
- Formatting Publications
- Using editing tools
- Working with multi-page publications
- Working with master pages
- Working with objects and graphics
- Working with tables
- Modifying tables
- Formatting tables
- Printing publications

Recommended Prior Learning:

Completion of the **Windows** workshop. You should also be familiar with personal computers and the use of a keyboard and a mouse. A working knowledge of Microsoft Word is beneficial.