

Publisher 2007

1 Day Course Outline

Session	Content
1	Desktop Publishing Basics <ul style="list-style-type: none">• Set layout guides• Change views of the page• Draw, resize, move and delete shapes• Shade, flip and rotate shapes• Add, resize, move and delete clipart• Add, edit, format, resize and move WordArt
2	Creating Flyers and Posters <ul style="list-style-type: none">• Change the page orientation• Add BorderArt to a page• Create a text frame• Edit and format the text in a text frame• Use the spelling checker• Use WordArt, Clip Art, shapes and text to create a flyer
3	Using the Design Assistant <ul style="list-style-type: none">• Modifying a flyer created using the Design Assistant• Modifying a card created using the Design Assistant Creating Multiple Page Publications <ul style="list-style-type: none">• Working with multiple pages• Importing text from a word processor• Flowing text from one frame to another• Producing a simple newsletter
4	Using Tabs and Tables <ul style="list-style-type: none">• Set and use tabs• Indent text• Add bullets or numbering to text• Create, format and edit tables• Use the Design Assistant to create a calendar Using The Master <ul style="list-style-type: none">• Using the Master• Using Headers and Footers• Add page numbers

September 10



Your Success is Our Priority

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