

Course PUB0701: Microsoft Publisher 2007 – Basic Level

One Day, Instructor Led

Pre-requisites

- Word/PowerPoint - Basic

Course Details

Unit 1: Getting Started

- The Publisher Interface
- Getting Help

Unit 2: Basic Documents

- Basic Publications
- Object Positioning

Unit 3: Multi-Page Publications

- Multi-Page Layouts
- Master Pages

Unit 4: Working with Text

- Text Box Linking
- Paragraph Formatting

Unit 5: Tables

- Table Basics
- Table Structure and Formatting

Unit 6: Layout and Design Techniques

- Text Boxes and Graphics
- Stacking and Grouping Objects

Unit 7: Finalizing Documents

- Document Output
- Print Preparation

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note