

## Course PUB0703: Microsoft Publisher 2007 – Advanced Level

**One Day, Instructor Led**

### Pre-requisites

- Publisher 2007 - Basic

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### Course Details

#### Unit 1: Basic Design Options

- Publication Setup
- Custom Colors
- The Content Library
- The Graphics Manager Pane

#### Unit 2: Typography

- Styles and Font Schemes
- Graphics in Typography
- Precise Spacing Control
- Symbols and Special Characters

#### Unit 3: Long Publications

- Sections
- Bookmarks

#### Unit 4: Mail Merge

- Recipient Lists
- Mailing Labels
- Mail Merge Fields
- Merged Publications

#### Unit 5: Interactive Forms

- Web Forms
- Form Settings

#### Unit 6: Web Site Publishing

- Web Elements
- Web Page Options
- Web Site Publishing

### 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