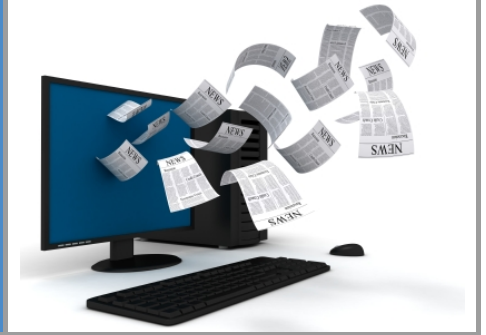




MICROSOFT PUBLISHER 2007 COURSE



The **Microsoft Publisher 2007 Course** introduces students to the Microsoft Publisher software package and takes you from a beginners perspective all the way through to using and mastering the most advanced features of this hugely popular software package.

Publisher 2007 is a desktop publishing package, designed to enable non-professionals to put together publications that look professional and effective.

This course will take you from a beginners perspective and will teach you how to Create high-quality publications that reflect your own brand identity

Typical uses are for greetings cards, newsletters, advertisements, invitations and leaflets. Part of the Office 2007 family, Publisher 2007 shares a common look and feel and is easily integrated with other applications in the Microsoft Office suite.

Please Note: This course is not compatible with Apple Mac Computers.

The Course Consists of the Following Items:

- Courses books with accompanying CD Rom's containing exercise files
- Online CertBlaster Test Software

➤ **Publisher 2007 Basics Course Book:**

This Course Book covers how to create a publication, adjust its page setup, enter and edit text, insert pictures, and create and modify text frames. They'll also learn how to work with multi-page publications, objects, graphics, and tables, as well as how to print publications.

The following topics are covered by this lesson:

Exploring the Publisher window; Getting help; Closing files and closing Publisher; Creating a publication; Page setup options; Working with pictures; Working with text frames; Modifying text frames; Formatting text; Changing paragraph properties; Using editing tools; Creating multi-page publications; Modifying multi-page publications; Working with master pages; Working with text; Working with AutoShape objects; Working with pictures; Working with WordArt; Getting started with tables; Modifying tables; Formatting tables and Printing Publications.

Price:
£100.00

Instalment Options:
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £40.00, followed by 3 monthly payments of £20.00.

Course Format:
Course Books, CD Rom & Online Test Software

Assessment:
Non-Assessed Assignments

Approximate Study Time:
60 Hours of Self Study

➤ **Publisher 2007 Advanced Course Book:**

This course book builds on the concepts and skills taught in the Publisher 2007 Basic Course Book. Topic coverage includes newsletters, Web site design and publication, hyperlinks, and hot spots. Students will also learn how to perform a mail merge and import data from other Office applications.

The following topics are covered by this lesson:

Getting started with newsletters; Modifying newsletters; Exploring Web sites; Creating Websites; Modifying Websites; Working with form pages; Creating hyperlinks; Modifying hyperlinks; Working with hot spots; Converting to HTML; Understanding FTP and publishing Websites; Creating data sources; Merging data sources with publications; Sorting and filtering; Completing and canceling a merge and Importing from other applications.

➤ **CertBlaster Online Test Software**

The course also comes with DTI Publishing's Online CertBlaster exam preparation software absolutely free. CertBlaster covers mock examination questions in multiple choice or multiple answer formats. This software is the perfect addition to help prepare for your exam.

Pre-Requirements:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Publisher 2007 to complete the course.

Course Duration & Support:

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our email support. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

Assessment:

There are exercises to complete in the course but they are not assessed.

Qualification:

The course is designed for personal development and is not accredited.