



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Publisher 2007: Advanced

MS-PB-ADV-AX Rev 07.09

1 day

Description

This ILT Series course builds on the skills and concepts taught in Publisher 2007: Basic. Students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, prepare mailing labels, apply Web templates and forms, and create and publish a Web site.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Publisher 2007: Basic*
- *Previous experience with Word is recommended*

Course Outline

Unit 1: Basic design options

Topic A: Publication setup

Topic B: Custom colors

Topic C: The Content Library

Topic D: The Graphics Manager pane

Unit 2: Typography

Topic A: Styles and font schemes

Topic B: Graphics in typography

Topic C: Precise spacing control

Topic D: Symbols and special characters

Unit 3: Long publications

Topic A: Sections

Topic B: Bookmarks

Unit 4: Mail merge

Topic A: Recipient lists

Topic B: Mailing labels

Topic C: The Mail Merge pane

Topic D: Mail merge fields

Topic E: Merged publications

Unit 5: Interactive forms

Topic A: Web forms

Topic B: Form settings

Unit 6: Web site publishing

Topic A: Web elements

Topic B: Web page options

Topic C: Web site publishing



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions



Visit us online at www.ensi.com