

Publisher 2007:

Basic

Topic-Level Outline

Days: 1

Prerequisites: Windows XP: Basic or equivalent experience

Unit 1: Getting started

Topic A: The Publisher interface

Topic B: Getting help

Unit 2: Basic documents

Topic A: Basic publications

Topic B: Object positioning

Unit 3: Multi-page publications

Topic A: Multi-page layouts

Topic B: Master pages

Unit 4: Working with text

Topic A: Text box linking

Topic B: Paragraph formatting

Unit 5: Tables

Topic A: Table basics

Topic B: Table structure

Topic C: Table formatting

Unit 6: Layout and design techniques

Topic A: Text boxes

Topic B: Graphics

Topic C: Stacking and grouping objects

Unit 7: Finalizing documents

Topic A: Document output

Topic B: Print preparation