

Publisher 2007: Level 2 + CertBlaster

Publisher: CourseILT

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Version: 1

Course Length: 1-day (6+ hours)

Prerequisites: *Publisher 2007: Level 1* or equivalent experience

What's in Publisher 2007: Level 2 + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Publisher 2007: Level 1. 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. Comes with CertBlaster pre- and post-assessment software (download).

Topic-Level Outline

Unit 1 : Basic design options

*Topic A: * Publication setup*

- A-1: Examining a brochure
- A-2: Setting up a brochure
- A-3: Creating a business information set
- A-4: Adding business information

*Topic B: * Custom colors*

- B-1: Changing the color scheme
- B-2: Creating tint swatches
- B-3: Creating a gradient

*Topic C: * The Content Library*

- C-1: Adding an item to the Content Library
- C-2: Inserting an item from the Content Library

*Topic D: * The Graphics Manager pane*

- D-1: Linking a picture
- D-2: Replacing a picture

Unit 2 : Typography

*Topic A: * Styles and font schemes*

- A-1: Examining a style
- A-2: Creating a style
- A-3: Basing a style on an existing style
- A-4: Applying a style
- A-5: Overriding and modifying a style
- A-6: Changing the font scheme

*Topic B: * Graphics in typography*

- B-1: Inserting WordArt
- B-2: Creating a type mask with WordArt
- B-3: Wrapping text based on image contours

*Topic C: * Precise spacing control*

- C-1: Snapping text to a baseline guide
- C-2: Distributing text horizontally

*Topic D: * Symbols and special characters*

- D-1: Inserting symbols
- D-2: Inserting special characters

Unit 3 : Long publications

*Topic A: * Sections*

- A-1: Creating sections in a publication
- A-2: Formatting section page numbers

*Topic B: * Bookmarks*

- B-1: Adding bookmarks
- B-2: Navigating to a bookmark
- B-3: Deleting a bookmark

Unit 4 : Mail merge

*Topic A: * Recipient lists*

- A-1: Creating a recipient list

*Topic B: * Mailing labels*

- B-1: Preparing mailing labels

*Topic C: * The Mail Merge pane*

- C-1: Beginning a mail merge
- C-2: Sorting recipients
- C-3: Filtering recipients

*Topic D: * Mail merge fields*

- D-1: Adding mail merge fields to a publication

*Topic E: * Merged publications*

- E-1: Completing a mail merge

Unit 5 : Interactive forms

*Topic A: * Web forms*

- A-1: Converting a print publication to a Web publication
- A-2: Inserting text input fields

- A-3: Creating a list box
- A-4: Inserting checkboxes and option buttons
- A-5: Inserting submit and reset buttons

*Topic B: * Form settings*

- B-1: Sending form data via e-mail
- B-2: Labeling form elements
- B-3: Previewing a form

Unit 6 : Web site publishing

*Topic A: * Web elements*

- A-1: Checking for basic Web site errors
- A-2: Adding alternative text to a picture
- A-3: Creating a hyperlink
- A-4: Inserting a navigation bar

*Topic B: * Web page options*

- B-1: Entering information for search engines

*Topic C: * Web site publishing*

- C-1: Publishing a Web site