

Pre-Registration

Date:

Name:

Company:

Address:

Phone:

E-Mail:

The fee for the training workshop is \$75 and must be paid in advance*.

Yes, Sign me up! Enclosed is my check or money order for \$75

***Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.**

***Make checks payable to:**

CAC of Pike County

Please mail or fax the completed form to:

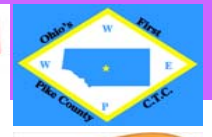


941 Market Street
Piketon, Ohio 45661
Phone: 740.289.2371
Toll Free: 1.866.820.1185
FAX: 740-289-4291
www.pikecac.org/BD

941 Market Street, P. O. Box 799
Piketon, Ohio 45661



Microsoft Office Publisher 2007: Level 1 Training Workshop



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Microsoft Office Publisher 2007: Level 1 Training Workshop

The Microsoft Publisher 2007: Level 1 Training Workshop is a hands-on course that teaches participants how to create a one page publication, modify its layout and structure, edit its content, format a publication and format pictures, and identify the options for distributing a publication. You can create brochures, flyers, certificates, newsletters, calendars, websites, and many other types of publications.

Prerequisite: Must be familiar with using personal computers and word processing. You should be comfortable navigating in a Windows environment including managing files and folders.

Training Curriculum

- Explore the Microsoft Office Publisher 2007 Environment
- Create a Publication from a Publication Design
- Add Design Object Placeholders
- Add Content to a Publication
- Save a Publication
- Create Business Information Data
- Insert Text in a File
- Organize Text Boxes and Picture Frames in the Layout
- Connect Text Boxes
- Divide Text Boxes into Columns
- Organize Pages in the Publication
- Insert Common Layout Elements
- Edit Text in a Publication
- Research Information
- Find and Replace Text
- Spell Check the Publication
- Save Reusable Content
- Format Text
- Apply Schemes
- Insert Symbols
- Format Paragraphs
- Create Paragraph Styles
- Format Text Boxes
- Format Picture Frames
- Customize Picture Appearance
- Insert WordArt
- Insert a Design Gallery Object
- Check the Design of a Publication
- Manage Pictures in a Publication
- Save a Publication for Distribution
- Preview and Print a Publication
- Compose a Publication for Email
- Create a Website
- Publish a Web Page

WHEN / TIME:

November 30th, 2011

8:30 a.m.— 4:30 p.m.

*Lunch Provided!

WHERE:

Ohio State University
Endeavor Center

1864 Shyville Road
Piketon, Ohio 45661

FEE: \$75



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