

Publisher 2007 Foundation

Section One: Getting Started

- Lesson 1.1: Starting Out
- Lesson 1.2: Working with Files
- Lesson 1.3: Interacting with Publisher
- Lesson 1.4: Getting Help in Publisher

Section Two: Creating a Basic Publication

- Lesson 2.1: Creating a Publication from the Getting St
- Lesson 2.2: Using the Format Publication Task Pane
- Lesson 2.3: Adding Text
- Lesson 2.4: Working with Pages

Section Three: Doing More with Text

- Lesson 3.1: Editing Text
- Lesson 3.2: Editing Text with the Formatting Toolbar
- Lesson 3.3: Advanced Text Formatting
- Lesson 3.4: Changing how Paragraphs Look

Section Four: Adding to your Publication

- Lesson 4.1: Adding Business Information
- Lesson 4.2: Editing Tools
- Lesson 4.3: Adding Graphics
- Lesson 4.4: Editing Graphics
- Lesson 4.5: Editing your Publication

Section Five: Printing and Viewing your Publication

- Lesson 5.1: Managing Windows
- Lesson 5.2: Using Page Setup and Print Setup
- Lesson 5.3: Using Print Preview
- Lesson 5.4: Printing a Publication

Publisher 2007 Intermediate

Section One: Polishing your Publication

- Lesson 1.1: Adding Headers and Footers
- Lesson 1.2: Using Color Schemes
- Lesson 1.3: Using Font Schemes

Section Two: Using Text Boxes

- Lesson 2.1: Working with Text Boxes
- Lesson 2.2: Editing Text Boxes
- Lesson 2.3: Doing More with Text Boxes
- Lesson 2.4: Linking Text Boxes

Section Three: Arranging Objects

- Lesson 3.1: Using the Ruler to Set Guides
- Lesson 3.2: Modifying Guides
- Lesson 3.3: Using the Layout Guides Dialogue
- Lesson 3.4: Snapping, Aligning, and Distributing Objec

Section Four: Completing your Publication

- Lesson 4.1: Saving your Files
- Lesson 4.2: Using Commercial Printing Tools
- Lesson 4.3: Preparing your Publication
- Lesson 4.4: Sending your Publication
- Lesson 4.5: Merging your Publication

Publisher 2007 Advanced

Section One: Making a Publication Consistent

- Lesson 1.1: Creating Master Pages
- Lesson 1.2: Using Master Pages
- Lesson 1.3: Using Styles
- Lesson 1.4: Managing Styles

Section Two: Enhancing your Publication

- Lesson 2.1: Using Objects
- Lesson 2.2: Adding Tables
- Lesson 2.3: Editing Tables
- Lesson 2.4: Manually Formatting a Table

Section Three: Adding Graphics

- Lesson 3.1: Adding WordArt
- Lesson 3.2: Editing WordArt
- Lesson 3.3: Adding AutoShapes
- Lesson 3.4: Editing AutoShapes
- Lesson 3.5: Working with AutoShapes

Section Four: Inside Publisher

- Lesson 4.1: Setting Publisher Options
- Lesson 4.2: Setting Language Options
- Lesson 4.3: Customizing Publisher