

# **SELSIUS™**

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## **CORPORATE & CAREER TRAINING**

### **PUBLISHER 2007 – EASY PUBLICATIONS**

#### **TRAINING OUTLINE**

#### **4 HOURS**

#### **I. CREATING A FLYER IN PUBLISHER 2007**

- Introduction to Publisher 2007
- Navigating the Publication Types list
- Creating a Flyer
- Entering text
- Saving publications
- Printing your publications
- Closing a publication and exiting publisher

#### **II. CREATING AN INVITATION USING TEXT BOXES**

- Adding a text box
- Adding bullets in a text box
- Formatting text boxes
- Proofreading your publication

#### **III. ADDING INTEREST WITH GRAPHICS**

- Adding and formatting clip art
- Inserting and cropping a picture from a file
- Adding WordArt
- Adding a BorderArt object
- Applying a drop cap

#### **IV. CREATING AN E-MAIL LETTER**

- Using E-mail publications
- Inserting text from a word file
- Creating and editing hyperlinks
- Editing the logo
- Sending an email letter