

Microsoft Publisher 2007 Essentials for Real Estate Professionals

Intended Audience: Real Estate Professionals that must use Microsoft Publisher to create and/or edit publications. This class assumes little or no knowledge of Microsoft Publisher.

Duration: 3 hours

Versions: Microsoft Publisher 2007

Course Outline

I. Introducing Microsoft Publisher (75 minutes)

- A. Word Processing software versus Page Layout software
- B. Labeling the Publisher screen
- C. Navigating a Publisher publication
- D. Zooming pages via the menus and keyboard
- E. Understanding and using the Publisher tools
- F. Setting measurement options and viewing the Ruler
- G. Viewing and using Layout Guides
- H. Viewing and using Ruler Guides
- I. Creating and manipulating Text Boxes
- J. Inserting and manipulating graphics
- K. Understanding and using publication “layers”

II. Creating a 1 Page Flyer (75 minutes)

- A. Planning your publication
- B. Using Page Setup options to create your publication
- C. Adding Ruler Guides to your publication
- D. Adding text boxes
- E. Entering and formatting text
- F. Adding and formatting graphics