

<<Microsoft Office Pub>>

图书基本信息

书名：<<Microsoft Office Publisher 2007 进阶指南>>

13位ISBN编号：9780735622999

10位ISBN编号：073562299X

出版时间：2007-8

出版时间：Microsoft Pr

作者：Preppernau, Joan/ Cox, Joyce

页数：211

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<Microsoft Office Pub>>

内容概要

Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting tips to master the fundamentals of communicating your message effectively with the latest version of Office Publisher. Youll learn how to create professional-looking marketing and business materials, such as cards, flyers, and newsletters, by working with layout and design tools. Youll even learn how to export publications to PDF format for easy distribution and how to publish presentations to the web. With Step By Step, you can take just the lessons you need or work from cover to cover. Includes an easy-search companion CD with hands-on practice files, a complete eBook, a bonus quick reference to the new user interface, and more!

书籍目录

About the Authors
Introducing Publisher 2007
New Features
Publisher Basics
Let's Get Started!
Information for Readers
Running Windows XP
Managing the Practice Files
Using the Start Menu
Navigating Dialog Boxes
Features and Conventions of This Book
Using the Book's CD
What's on the CD?
Minimum System Requirements
Installing the Practice Files
Using the Practice Files
Removing and Uninstalling the Practice Files
Getting Help
Getting Help with This Book and Its Companion CD
Getting Help with Publisher 2007
More Information
Quick Reference
1 Getting Started with Publisher 2007
Starting New Publications
Using a Template
Importing a Word Document
Saving and Closing Publications
Saving a New Publication
Saving a Different Version of the Same Publication
Closing a Publication
Sidebar: Custom Templates
Opening and Viewing Publications
Changing the View
Sidebar: Multiple Open Publications
Storing Personal and Company Information
Printing Publications
Previewing a Publication
Using Advanced Printer Settings
Key Points
2 Creating Visual Interest
Working with Text Boxes
Manipulating a Text Box
Formatting Text for Visual Impact
Working with WordArt
Working with Graphics
Sidebar: Graphic Formats
Sidebar: Clip Organizer
Positioning and Sizing a Graphic
Modifying the Appearance of a Graphic
Working with Shapes
Manipulating a Shape
Connecting and Grouping Shapes
Working with Pre-Designed Visual Elements
Key Points
3 Creating Colorful Cards and Calendars
Creating Folded Cards
Choosing a Design or Layout
Changing the Color Scheme
Sidebar: Ink and Paper
Sidebar: Color Models
Using Non-Color-Scheme Colors
Choosing Text
Sidebar: Impact of Color
.....
4 Marketing Your Product, Service, or Organization
5 Creating Text-Based Publications
6 Communicating Your Message Online
Glossary
Index

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>