

CM186A—PUBLISHER 2007

TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	CM192B—Microsoft Office Professional: An Overview of Access and PowerPoint 2007
TEXTS AND MATERIALS:	<i>Microsoft Office Publisher 2007 Complete Concepts and Techniques</i> , Shelly, Cashman, and Starks. Thomson Course Technology, 2008. USB drive
CLASS DESCRIPTION:	A powerful desktop publishing (DTP) program that assists in designing and producing professional, quality documents that combine text, graphics, illustrations, and photographs.
CLASS OBJECTIVES:	Students will be able to produce high-quality color publications, such as newsletters, brochures, flyers, logos, signs, cards, and business forms.
CLASS FORMAT OVERVIEW:	This is a lab class. Lab time is spent creating desktop publishing documents using Publisher.
METHODS OF INSTRUCTION:	This class is individualized. Lab time is spent learning how to use Publisher 2007.
CLASS ATTENDANCE:	It is important to the success of the student to attend class every day.
TESTING:	There is a final project at the end of the class. The final will constitute 25 percent of the course grade.
LATE TESTING:	Tests must be taken during the module that the student is scheduled for the class.
GRADING POLICIES:	The work submitted will be evaluated according to fulfilling the requirements of the assignment.

FINAL GRADE:

The final grade will be the result of all work submitted (65 percent for projects) (10 percent for questions) and the final (25 percent).

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will be able to:

1. Produce high-quality color publications such as newsletters, brochures, flyers, logos, signs, cards, and business forms.
2. Save publications as Web pages.
3. Be able to use slide show effects and animation and time the presentation.
4. Create a visually pleasing document.
5. Create publications found in an academic and business environment.

Microsoft Publisher 2007

Data Files

Create a folder for CM192A on your USB drive.

1. Create a folder on your USB drive
2. Files are located on the Internet at: <http://scsite.com>
3. Type Publisher in the search box in the upper right corner and choose the book that matches your book.
4. Click on data files that correspond with your chapter
5. Click on run
6. Click on run
7. Click the Browse button and choose your folder you created on the USB drive
8. Uncheck overwrite files without prompting
9. OK
10. Unzip
11. Open the folder
12. Double-click the zipped icon
13. OK

WEEK 1—ASSIGNMENT 1

The textbook assumes you are using Windows Vista. You are using Windows XP in the computer labs. Some of the examples in the text might be slightly different from your screen.

Do not print any of the assignments.

To submit your assignments, please attach them to an email addressed to the grader at cm186a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor's name, room number, and class period.

- Chapter 1: Photorama Flyer—pg. 7-50
- In the Lab 1: Follow the Team Flyer—pg. 67-68
- In the Lab 3: Spring Break Trip Advertisement—pg. 70
- Chapter 1 Questions in SAM.

WEEK 1—ASSIGNMENT 2

Complete and submit the following assignments by email.

- Chapter 2: Communiquarium Newsletter—pg. 78-129
- Apply Your Knowledge: Pantry Shelf Newsletter Modified—pg. 136-137
- In the Lab 1: COLA Newsletter Template—pg. 141
- Chapter 2 Questions in SAM.

WEEK 2—ASSIGNMENT 3

Complete and submit the following assignments by email.

- Chapter 3: Tech Camp Brochure—pg. 151-204
 - In the Lab 1: GOAL Brochure—pg. 218-219
 - In the Lab 3: Ski Trip Brochure—pg. 221-223
 - Chapter 3 Questions in SAM.
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WEEK 3—ASSIGNMENT 4

Complete and submit the following assignments by email.

- Chapter 4: Business Information Set
 - Submit Hobby Express Letterhead—pg. 246-282
 - Submit Part-Time Employee Letter—pg. 282-294
 - Submit Part Time Employee Letter—pg. 283-294
 - Submit Hobby Express Business Card—pg. 295-302
- In the Lab 1: Graphic—pg. 308-309
- In the Lab 2: Soccer Letterhead (step 8)—pg. 309-310
- In the Lab 2: Soccer Business Card (step 9-11)—pg. 310
- Chapter 4 Questions in SAM.

WEEK 4—ASSIGNMENT 5

Complete and submit the following assignments by email.

- Chapter 5: Westside Realty Form Letter—pg. 317-347
- Apply your Knowledge: Lawn Care Invoice Modified—pg. 374-375
- In the Lab 1: Prairie Form Letter—pg. 378-379
- Chapter 5 Questions in SAM.

WEEK 4—ASSIGNMENT 6

Complete and submit the following assignments by email.

- Chapter 6: Web page Menu—pg. 390-452 (step 7)
 - Chapter 6 Questions in SAM.
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WEEK 5—ASSIGNMENT 7

Integration Feature Read Integration Feature—complete and submit the following assignments by email.

Board Memo Embedded—pg. 469-472

Board Memo Linked—pg. 472-476

In the Lab 1: Natural Life Linked Memo—pg. 479

(step 6 on pg. 479 should be an decrease from 53,135,246 to 52,451,478)

In the Lab 2: Quarterly Reserves with Memo—pg. 480

FINAL

Working with Text in Overflow and the Design Gallery;
Extend Your Knowledge: 2-1 Evergreen Newsletter—pg. 138

Working with Objects in Brochures
Extend Your Knowledge: 3-1 Hayes Menu Revised—pg. 216

Editing Graphics
Extend Your Knowledge: 6-1 Photo Gallery Web Site—pg. 456-457

CM186A Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1 and 2
Week 2		Assignment 3
Week 3	Week 2	Assignment 4 and 5
Week 4		Assignment 6
Week 5	Week 3	Assignment 7
Week 6		Final