



## MICROSOFT PUBLISHER – INTRODUCTION

*A One Day Course Covers:*

### 1. Getting Started with Publisher 2000

- What is MS Publisher?
- The Mouse; Starting Publisher 2000
- Publisher Catalogue Screen
- Elements of the Publisher Screen
- The Title Bar; The Menu Bar
- Toolbars; SpeedKeys; Scroll Bars
- The Status Bar; Exiting Publisher

### 2. Getting Assistance with Publisher 2000

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window
- Finding Out What is On the Screen

### 3. Creating a Publication

- Creating a Blank Publication
- Setting Up a Printer; Setting Working Preferences
- Setting the Page Layout; Using Zoom
- Introducing Objects and Frames
- The Objects Toolbar; Creating a Frame
- Working with Text Frames; Flowing Text into Frames
- Importing Text Files; Undo and Redo
- Saving Work in Progress

### 4. Working with Text

- Opening an Existing Publication
- Copying, Moving and Deleting Text
- Changing Text Fonts; Text Alignment
- Formatting Text; Line Spacing and Paragraph Spacing
- Using BorderArt; Creating Reversed Out Text
- Rotating Text; Checking for Spelling Mistakes

### 5. Creating Multi-Page Publications

- Inserting New Pages; Navigating Between Pages
- Deleting Pages; Copying a Page
- Flowing Text Across Pages

### 6. Working with Graphic Objects

- Importing Images; Using the Clip Art Gallery
- Resizing a Picture; Cropping a Picture
- Recolouring a Picture; Rotating a Picture
- Centring Objects on a Page

### 7. Using the Drawing Tools

- Drawing Lines; Drawing Ovals and Rectangles
- Drawing Custom Shapes; Grouping

### 8. Tables

- Creating Tables
- Adding and Resizing Rows and Columns
- Deleting Rows and Columns
- Applying Borders to a Table

### 9. Working with the Background Page

- The Background Page
- Headers and Footers; Adding Page Numbers

### 10. Publication Wizards

- Creating a Publication by Wizard
- Creating a Publication by Design
- Create a Personal Information Set

### 11. Printing Publications

- Previewing your Publication
- Changing Page Layout; Printing a Publication

