

Microsoft Publisher 2000

Course Objectives:

This course is designed for new users of Microsoft Publisher 2000, or for users with limited experience. Delegates will learn how to use Publisher to create high quality desktop published material, including newsletters and brochures.

Prior Knowledge Required:

No prior knowledge of Publisher 2000 is required, but some basic PC and Windows experience is assumed.

Course Duration: 2 days, but course contents can be tailored if required.

Introduction

- Publisher Concepts
- Launching Publisher 2000

The Publisher Environment

- Exploring The Publisher Screen Layout
- Using Menus and Toolbars
- Using the Publisher Publication Wizard
- Moving Around a Publication
- File Operations

Working With Text

- Entering Text
- Using The Text Ruler
- Font and Size Formatting
- Changing the Appearance of Text
- Changing Text Indents
- Finding and Replacing Text
- Bulleted and Numbered Lists
- Using the Spelling Checker
- Flowing Text from Page to Page
- Moving Text into Frames
- Working With Text Styles

Using The Drawing Tools

- The Line Tool
- The Arc Tool
- The Freeform Tool
- The Rectangle/Eclipse Tool
- The Shape Tool
- Resizing Objects
- Moving & Grouping Objects
- Adding Text to Objects
- Rotating Objects

Working With Pictures

- Inserting Clip Art Pictures
- Recolouring a Picture
- Resizing a Picture
- Cropping a Picture
- Moving, Copying and Deleting a Picture

Working With Tables

- Creating a Table
- Formatting a Table

Page Design and Working With Pages

- Using the Design Gallery
- Creating a Logo
- Using the Border Art Gallery
- Text Wrapping
- Colour Schemes
- Changing Page Size and Margins
- Adding, Copying and Deleting a Page
- Changing the Look of a Page
- Adding Page Numbers

Mail Merging

- Creating Source Data
- Merging a Data Publication

Printing and E-Mailing A Publication

- Previewing a Publication
- Printing a Publication
- Printing on Special Paper
- Sending a Publication By Email

Creating a Web Page

- Creating Web Pages
- Adding Graphics, Sound and Video Content
- Publishing Your Web Site



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