

Microsoft Publisher

Course Specifications

Course Length: 1 Day

Prerequisites: Basic understanding of Windows 95.

Course Cost: \$175.00

What's in Microsoft Publisher:

Microsoft Publisher, is an introduction to one of the easiest desktop publishing programs available in the market today. Students will begin with a review of the desktop publishing concepts and then look at how to create documents such as newsletters, flyers, and brochures using Publisher for Windows.

Course Content

Lesson 1:

Introduction

- The Publisher Screen
- Design Considerations
- Creating a New Publication
- Adjusting the Page Setup

Lesson 2:

Working with Text

- Adding Text to a Publication
- Changing Text Frames
- Editing Text
- Formatting Text
- Working with Borders, Patterns, & Fills
- Controlling Text Flow

Lesson 3:

Working with Pictures

- Picture Overview
- Adding Pictures
- Editing the Picture
- Positioning the Picture
- Inserting Special Characters

Lesson 4:

Drawing and WordArt

- The Drawing Tools
- Drawing Lines, Boxes and Ovals
- Drawing Shapes
- Changing Line Styles and Borders
- Fill Patterns and Shading
- Grouping Objects
- Working with Layers
- Rotating and Flipping Objects
- Adding WordArt
- Selecting WordArt Effects

Lesson 5:

Tabs & Tables

- Setting Tabs
- Tables Overview
- Creating a Table
- Adding Text
- Changing the Table
- Enhancing Tables

Lesson 6:

Additional Features

- Proofing your Publication
- Find and Replace
- Creating Bulleted Lists
- Creating a Background
- Design Gallery
- Creating a Mail Merge
- Creating a Web Site
- Printing