

Microsoft Publisher 2000

Course Level : Introduction

Course Duration : 1 day

Prerequisites : A working knowledge of Windows

▼ Course Content

○ Course Objectives

○ What is Publisher?

○ Discussing some terminology

○ Using Help

- Help Contents
- Search for help

○ The Publisher Screen

- Title Bar
- Menu Bar
- Toolbar
- Scroll Bars

○ Creating a Publication

- Creating the basic layout
- Using the background
- Using Rulers and Guides
- Building Pages
- Using Text Frames
- Using Picture Frames
- Using Table Frames
- Using Object Frames
- Working with Layers
- Using Page wizard

○ Saving the presentation

○ Files and filenames

- valid and invalid characters
- invalid names

○ Using Fonts

- what is a Font?
- Mixing and matching fonts
- Creating and formatting Body Text
- Creating and formatting a headline
- First letters
- Sidebars



○ Working with Pictures

- Which picture to use?
- Placing Pictures
- Using captions
- Changing a picture

○ Creating a Newsletter

- Preparing the data
- The Design
- Add the text
- Add pictures
- Format the Newsletter

- The Table of Contents
- The Design Gallery

○ Creating a Template

○ Creating a Booklet

- The style
- The Binding Area
- The Folding Position
- The Finished Article

○ Using Colour

- Colour Schemes
- Using Full Colour
- Using Spot Colour
- Adding Colour to a publication

○ Fine Tuning

- Nudging
- Spacing
- Resizing
- Font size
- Adding emphasis
- Hyphenation

○ Printing

- Page layout
- Quality
- Black & White
- Colour Printing
- External Printing

○ The Galleries

- Publications
- Words
- Pictures
- Borders

○ Workshop