

## Microsoft Publisher 98

**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