

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Produce and store a publication
- \* Access and retrieve data for editing
- \* Edit text and pictures to a required format and layout
- \* Import text from an external application
- \* Create a publication using an existing layout

## PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using the mouse and keyboard plus an understanding of computer files storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### GETTING STARTED

- \* Why use Publisher?
- \* Starting Publisher
- \* Creating a new publication
- \* The Office Assistant
- \* The Publisher screen
- \* Changing the page view
- \* Working with frames
- \* Mouse icons
- \* Saving and closing a publication
- \* Exiting Publisher
- \* Opening and exiting a publication
- \* Using the Menu toolbar
- \* Navigating text frames
- \* Modifying pages
- \* Editing text
- \* Text overflows
- \* Editing in Microsoft Word
- \* Fitting text automatically into a frame
- \* Checking the spelling

### LAYING OUT YOUR PUBLICATION

- \* Character formatting
- \* Paragraph formatting
- \* Drawing objects
- \* Enhancing your objects
- \* Positioning objects on a page
- \* Layering objects
- \* Enhancing your pictures
- \* Creating WordArt
- \* Creating Tables

### ENHANCING YOUR PUBLICATION

- \* Changing the Colour Scheme
- \* Changing your page setup
- \* Enhancing formatting
- \* Using the Design Gallery
- \* Printing your Publication
- \* Publisher 2000 and the Web
- \* Sending your publication to another computer/site

### APPENDIX A

- \* Types of Fonts
- \* Pointers on good design techniques

### REFERENCE

- \* Shortcut keys