

LEARNING OUTCOMES

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

- * Demonstrate an understanding of the basic operation of Publisher 98
- * Create a quick publication using Wizards
- * Use the essential features of a publication
- * Create and format text in frames
- * Use some of the varied techniques for working with text
- * Use the various layout techniques
- * Create tables in a publication
- * Create tabs, bulleted lists, and numbered lists
- * Create images using the drawing tools
- * Use WordArt to create special text effects
- * Create mail merge operations
- * Create and work with a web site publication.

PREREQUISITES

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

CUSTOMISATION

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

COURSE OUTLINE

PUBLISHER 98 BASICS

- * Publisher 98 Overview
- * Starting Publisher 98
- * Understanding The Catalogue
- * Understanding Publications By Wizard
- * Understanding Publications By Design
- * Understanding Blank Publications
- * The Publisher 98 Screen
- * Working With The Toolbars
- * Understanding Menus
- * Getting Help
- * Searching For Specific Help
- * Using The Office Assistant
- * Learning With A Quick Demo
- * Exiting From Publisher 98
- * Tips For Planning A Publication

A QUICK PUBLICATION

- * Creating Quick Publications
- * Creating A Publication By Wizard
- * Saving A Publication
- * Printing The Publication
- * Closing A Publication
- * Opening A Publication
- * Creating Another Publication

PUBLISHER 98 ESSENTIALS

- * How Publisher 98 Works
- * Working With Multiple Pages
- * Viewing Publications
- * Zooming The Publication
- * Selecting Frames
- * Manipulating Frames
- * Deleting Frames
- * Boundaries And Guides

CREATING TEXT FRAMES

- * Text Frame Overview
- * Creating A Scratch Publication
- * Displaying Layout Guides
- * Creating Headings
- * Working With Text Frames
- * Formatting Text And Text Frames
- * Colours And Fills
- * Line Spacing
- * Adding Other Objects

TEXT TECHNIQUES

- * Text Techniques Overview
- * Opening A Specific Publication
- * Importing Text
- * Creating Columns
- * Overlaying Text Frames
- * Creating Text Styles
- * Applying Text Styles
- * Modifying A Style
- * Connecting Text In Frames

LAYOUT TECHNIQUES

- * Overview Of Layout Techniques
- * Adding Additional Text Frames
- * Formatting The Frame For Effect
- * Adding White Space Using Objects
- * Variable Size Text Frames
- * Readjusting The Page Layout

- * Aligning Objects On A Page
- * Nudging Objects
- * Adding Pictures From A File
- * Adding Pictures From The Clip Gallery
- * Spelling

CREATING TABLES

- * Table Overview
- * Creating A Table
- * Entering Text Into A Table
- * Changing The Font Size
- * Changing Row Heights
- * Creating Grid Lines In A Table
- * Creating Borders Around A Table
- * Shading Rows And Columns
- * Aligning Text In Columns
- * Special Table Tricks
- * Merging Cells In A Table
- * Adding A Coupon Border

TABS AND BULLETS

- * Tabs, Bullets And Numbers
- * Creating Tabs
- * Creating Bulleted Lists
- * Creating Numbered Lists

DRAWING

- * Drawing Overview
- * Creating Objects
- * Working With Objects
- * Grouping Objects
- * Aligning Objects
- * Deleting Unwanted Objects
- * Arranging Objects
- * Formatting Grouped Objects
- * Creating Perfect Shapes
- * Using A Design Object

USING WORDART

- * WordArt Overview
- * Creating WordArt
- * Changing WordArt Shapes
- * Embedding The WordArt
- * Using WordArt With Other Objects

MAIL MERGING

- * Mail Merging Overview
- * Creating A Data Source
- * Creating A Mail Merge Publication
- * Performing The Merge
- * Sorting The Merge
- * Filtering Data
- * Merge Printing
- * Cancelling A Filter

CREATING A WEB SITE

- * Web Site Overview
- * Creating A Web Site
- * Saving A Web Site Publication
- * Working With Web Site Objects
- * Modifying Web Pages
- * Working With Navigation Bars
- * Working With Forms
- * Saving To HTML
- * Running The Web Site