

# MICROSOFT Publisher 2000

---

This course covers basis features used in Microsoft Publisher 2000. Student will learn how to explore Publisher, work with publications and use basic publication skills. Tasks include learning how to work with frames, setting up a layout and create tables.

Upon Completion of this course students will be familiar with and have skill to:

## **Introducing Publisher**

- Understanding Publisher
- Examining The Projects
- Examining Publisher's Screen
- Moving Around And Changing Views
- Closing Publications
- Starting And Saving New Publications

## **Working With Text Frames**

- Working With Layout Guides
- Using Text Frames
- Using Cut And Paste
- Enhancing Text
- Resizing Text Frames
- Using Undo

## **Working With Shapes And Pictures**

- Drawing And Filling Shapes
- Changing Borders
- Rotating And Moving Objects
- Working With Pictures
- Layering Objects
- Grouping Objects

## **Laying Out A Flier**

- Beginning The Publication
- Changing Page Layout
- Creating Vertical Headlines
- Adding Filled Text Frames
- Copying And Modifying Text

## **Working With Text And Graphics**

- Importing Text Files
- Changing Frame Margins
- Copying Formatting
- Working With Tab Stops
- Working With Graphics
- Using Lines

## **Creating Tables**

- Inserting Tables
- Entering Text Into Tables
- Working With Rows And Columns
- Adjusting Rows And Columns
- Merging Cells
- Adding Gridlines

## **Using Publisher Tools**

- Using WordArt
- Checking Spelling
- Adding Pages
- Using Design Gallery
- Applying BorderArt
- Copying From Another Publication
- Using Help

## **Printing Publications**

- Understanding Printing
- Previewing Publications
- Exploring Print Setup
- Printing Publications
- Looking At Pack And Go

## **Application Project**

- Grand Opening Announcement

## **Using A Wizard Appendix**

- Using The Quick Publication Wizard
- Working With Another Wizard
- Adding Finishing Touches

## **Common Tools And Shortcuts Appendix**

- Standard Tools
- Formatting Tools
- Picture Tools
- Object Drawing Tools
- Publisher Tools
- WordArt Tools
- Navigation Shortcuts

