

# ***Training Course Specification***

**Course:** **Microsoft Publisher 2000 Introduction**

**Duration:** **One-Day**

**COURSE OBJECTIVES:** To give an introduction to the publishing tools and features of Microsoft Publisher.

**WHO SHOULD ATTEND:** People who intend to design various kinds of publications using Microsoft Publisher as the software.

**EXPERIENCE NEEDED:** This course assumes no previous experience of Publisher, nor of similar design applications. Delegates should have a very clear understanding of the Windows 95 operating system however and use of a word processor would help (especially Microsoft Word).

## **COURSE CONTENTS:**

### **1: Getting Started**

LAYING OUT A NEW PUBLICATION  
USING A PAGE WIZARD  
THE OFFICE ASSISTANT  
THE PUBLISHER WINDOW  
USING THE ZOOM TOOL  
SAVING, CLOSING AND OPENING A PUBLICATION  
PUBLICATIONS WITH MORE THAN ONE PAGE  
USING HELP  
PRINTING AND PRINT TROUBLESHOOTER  
GETTING STARTED : A SUMMARY

### **2: Working from a Blank Page**

OPENING A BLANK PUBLICATION  
LAYOUT AND RULER GUIDES  
WORKING WITH OBJECTS  
THE SNAP TO COMMAND

### **3: Working with Text**

WORKING WITH TEXT  
CREATING A TEXT FRAME  
MANIPULATING TEXT FRAMES  
FORMATTING TEXT  
ADDING PAGES TO YOUR PUBLICATION  
(HANDLING MULTI-PAGE DOCUMENTS)

### **4: Special Text Tools**

CREATE WORDART  
THE WORDART EFFECTS  
SPECIAL EFFECTS IN WORDART  
WORKING WITH TABLES  
ADDING TEXT TO TABLE CELLS  
TABLE ROWS AND COLUMNS