

Microsoft®

Publisher 2000

Course Outline

Foundation Level

WHAT IS PUBLISHER 2000?

- What Is Publisher 2000?
- Getting Familiar With The Environment
- Publications By Wizard
- Publications By Design
- Blank Publications
- Existing Publications
- Viewing The Publisher 2000 Window Without A Catalogue
- Menus And Toolbars
- Rulers And Measurements
- Using The 'Publisher Tutorials'

STARTING TO USE PUBLISHER 2000

- Learning About Wizards
- Using Zoom
- Hiding And Showing The Wizard
- Publications By Wizard
- Changing The Design
- Save And Save As
- Publications By Design
- Blank Publication
- Opening A Publication From Disk
- Personal Information

UNDERSTANDING PUBLISHER OBJECTS

- Creating Publisher Objects
- Create A Text Frame
- Using Undo And Redo
- Text Frame - Text Entry
- Table Frame Tool
- Inserting A New Page
- Deleting A Page
- The Wordart Frame Tool
- Wordart Formatting Toolbar
- The Picture Frame Tool
- The Clip Gallery Tool
- Drawing Objects
- Changing The View
- Zoom
- Page Navigation
- Background
- Picture Display
- Show Hide Characters
- Boundaries And Guides

MANIPULATING OBJECTS

- Copy, Cut And Paste Objects
- Changing Picture Frames
- Changing Clip Art
- Re-Sizing Objects
- Moving Objects
- Re-Colouring Objects
- The Crop Picture Tool
- Adjusting Outline Nodes

MANIPULATING TEXT

- Text Flow
- Disconnecting Frames
- Autofit Text
- Other Text Formatting Options
- Importing Text
- Spell Check A Publication

LAYOUT ISSUES

- Page Setup
- Layering Objects
- Aligning Objects
- Nudging Objects
- Flipping And Rotating Objects
- Group And Ungroup Objects

PRINTING YOUR WORK

- Setting Up For A Printing Service
- Printing To An Installed Printer

CREATING A WEB

- Converting A Publisher Document To HTML
- Viewing The Web
- Web Properties
- Hyperlinking
- Hot Spot Tool
- Form Control Tool
- HTML Code Fragment

MAIL MERGE

- Creating A Mail Merge Database
- Finishing The Mail Merge
- Editing A Publisher Address List
- Opening Another Data Source
- Adding Sort Criteria