

MS Publisher 2000 Intro/Intermediate



Duration: **1 Day** Course Code: **I-K012**

This one day workshop has been designed for those who need to be able to create, edit and update publications using Microsoft Publisher 2000.

Learning Outcomes

By the end of this course students will be able to Create and store a Publication, Access and Retrieve data for Editing, edit Text and Pictures to a required Layout and Format, Import text from an external applications and Create a Publication using an Existing Layout

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Publisher. Basic computer awareness, keyboard and mouse skills are preferred.

Getting started with Publisher 2000

- Why use Publisher?
- Starting Publisher
- Creating a new Publication
- The Office Assistant
- The Publisher Screen
- Changing Page View
- Working with Frames
- Mouse Icons
- Saving & Closing a Publication
- Exiting Publisher
- Opening an Existing Publication
- Scrolling through a Publication
- Using the Menu Toolbar
- Navigating Text Frames
- Modifying Pages
- Editing Text

- Working with Text Overflows
- Editing in Microsoft Word
- Fitting text automatically into a Frame
- Spell Checking your Publication

- Keyboard Shortcuts Listing for Microsoft Publisher
- Additional Information

Laying out your Publication

- Character Formatting
- Paragraph Formatting
- Drawing Objects
- Enhancing your Objects
- Positioning your 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

- Different Types of Fonts
- Pointers on Good Design
- Design Techniques



Reference Section