



PUBLISH1: Microsoft Publisher Level 1

2.8.07

Course Title: PUBLISH1: Microsoft Publisher Level 1

Course Length: 1 day

Instructional Methodology: Instructor-led, computer lab with exercises

Prerequisites: This course assumes students are familiar with using personal computers and word processing programs. Specifically, students should be able to: launch and close programs, navigate to information stored on the computer; manage files and folders; and select text.

Course Description: Microsoft Publisher is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, e-mail, and the Web. In this course, students learn how to create a publication from scratch or use one of the hundreds of business and personal designs available in Microsoft Publisher.

Course Outline

Getting Started

- Exploring the Publisher window
- Getting help
- Closing files and closing Publisher

Creating Publications

- Creating a publication
- Page setup options
- Working with pictures
- Working with text frames

Formatting Publications

- Modifying text frames
- Formatting text
- Changing paragraph properties
- Using editing tools
- Formatting pictures for a publication

Working with Multi-Page Publications

- Creating multi-page publications
- Modifying multi-page publications
- Working with master pages
- Working with text

Working with Objects and Graphics

- Working with AutoShape objects
- Working with pictures
- Working with WordArt

Working with Tables

- Getting started with tables
- Modifying tables
- Formatting tables

Preparing a Publication for Distribution

- Check the design of a publication
- Verify pictures
- Create a newsletter to e-mail
- Create a web page
- Publish a web site
- Preview and print a publication
- Templates