

Microsoft®

Publisher XP (2002)

Course Outline

Foundation Level

MICROSOFT PUBLISHER 2002

- What Is Publisher?
- Getting To Know The Publisher Environment
- Getting To Know Publisher Toolbars
- Getting Help

WORKING WITH PUBLICATIONS

- Understanding The New Publication Task Pane
- Creating A Publication From A Design Template
- Adding Personal Information
- Creating Or Opening A Publication
- Understanding The Basic Search Task Pane
- Managing A Publication

DESIGNING A PAGE

- Understanding The Publication Options Task Pane
- Understanding The Publication Designs Task Pane
- Understanding The Color Schemes Task Pane
- Understanding The Font Schemes Task Pane
- Understanding The Styles And Formatting Task Pane
- Using Backgrounds

SETTING UP A PAGE

- Choosing A Page Layout
- Navigating A Page
- Using Rulers And Guides
- Working With The Master Page
- Adding Headers And Footers

WORKING WITH TEXT

- Creating And Formatting Text Boxes
- Linking Text Boxes
- Working With Wordart
- Inserting Personal Information
- Formatting Font
- Formatting Text

USING PUBLISHER TOOLS

- Using Find And Replace
- Checking Spelling
- Applying Language Options
- Using Undo And Redo
- Copying, Cutting, And Pasting
- Understanding The Clipboard Task Pane

SENDING AND PRINTING THE PUBLICATION

- Sending The Publication
- Using Print Preview
- Printing The Publication