

Microsoft®

Publisher XP (2002)

Course Outline

Intermediate Level

DRAWINGS AND PICTURES

- Drawing Lines And Shapes
- Understanding The Insert Clip Art Task Pane
- Adding Pictures
- Modifying Clip Art And Pictures
- Understanding The Design Gallery

WORKING WITH OBJECTS

- Grouping And Ungrouping Objects
- Layering Objects
- Rotating Or Flipping Objects
- Aligning Objects
- Linking Objects
- Embedding Objects
- Saving Object(s) As A Picture

WORKING WITH TABLES

- Adding Tables
- Editing Tables
- Formatting Tables

WORKING WITH WEB SITES

- Creating A Web Site
- Adding Hyperlinks
- Working With Hot Spots
- Working With Form Controls
- Working With HTML Code Fragment
- Managing Web Pages

WORKING WITH MAIL MERGE

- Understanding The Mail Merge (Wizard) Task Pane
- Managing A Mail Merge

MORE ON SENDING AND PRINTING THE PUBLICATION

- Understanding The Design Checker
- Understanding The Pack And Go Wizard
- Using Commercial Printing Tools
- Printing To Special Paper
- Understanding Advanced Print Settings

CUSTOMIZING PUBLISHER 2002

- Configuring Publisher 2002 Options
- Configuring Autocorrect Options
- Customizing Toolbars