

Introduction to Desktop Publishing (Microsoft Publisher 2002)

Course Information:

1. Publisher 2002 Basics

1. Publisher 2002 Overview
2. Starting Publisher 2002
3. Understanding The New Publication Task Pane
4. Understanding Publications By Type
5. Understanding Publications By Design Sets
6. Understanding By Blank Publications
7. The Publisher 2002 Screen
8. Working With The Toolbars
9. Understanding Menus
10. Exiting From Publisher 2002
11. Tips For Planning A Publication

2. Publisher Wizards

1. Overview Of Wizard Publications
2. Personal Information Set
3. Creating A Quick Publication
4. Saving A Publication
5. Printing The Publication
6. Closing A Publication
7. Opening A Publication

3. Publisher 2002 Essentials

1. Overview Of How Publisher 2002 Works
2. Navigating Between Pages
3. Viewing Publications
4. Selecting Frames And Boxes
5. Moving And Resizing Text Boxes
6. Deleting Text Boxes And Frames

4. Creating text boxes

1. Overview Of Text Boxes
2. Creating A Scratch Publication
3. Displaying Layout Guides
4. Creating Headings
5. Formatting Text And Text Boxes
6. Colours And Fills
7. Line Spacing
8. Adding Other Objects

5. Text Techniques

1. Overview Of Text Techniques
2. Opening A Specific Publication
3. Creating Columns
4. Overlaying Text Boxes
5. Creating Text Styles
6. Applying Text Styles
7. Modifying A Style
8. Font Schemes

6. Layout Techniques

1. Overview Of Layout Techniques
2. Adding Additional Text Boxes
3. Formatting The Text Box For Effect
4. Adding White Space Using Objects
5. Variable Size Text Boxes
6. Changing The Page Layout
7. Aligning Objects On A Page
8. Nudging Objects
9. Adding Clip Art
10. Spelling

7. Creating Tables

1. Tables Overview
2. Creating A Table
3. Entering Text Into A Table
4. Changing The Font Size
5. Changing Row Heights And Column Widths
6. Creating Grid Lines In A Table
7. Creating Borders Around A Table
8. Shading Rows And Columns
9. Aligning Text In Columns
10. Special Table Tricks
11. Merging Cells In A Table

8. Tabs, Bullets And Lists

1. Tabs, Bullets And Numbers
2. Creating Tabs
3. Creating Additional Tabs
4. Creating Numbered Lists
5. Creating Bulleted Lists

9. Drawing

1. Drawing Overview

2. Creating Objects
3. Working With Objects
4. Grouping Objects
5. Aligning Objects
6. Deleting Unwanted Objects
7. Arranging Objects
8. Creating Perfect Shapes
9. Using A Design Object

10. Using WordArt

1. WordArt Overview
2. Creating WordArt
3. Modifying WordArt
4. Using WordArt With Other Objects

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