

# Publisher 2000

## **Prerequisites:**

This course is designed for students who has limited experience with computers and Internet. We recommend you first take a Windows class before Publisher 2000.

## **Course Content**

### Lesson 1: The Publisher Environment

- Creating a Document

### Lesson 2: Creating A Document

- Creating the Basic Layout
- Text Frames
- Picture Frames
- Importing a Graphic

### Lesson 3: Multi-Page Documents

- Creating a Multi-Page Document
- Using the Background
- Adding Text to Your Document

### Lesson 4: Formatting Text

- Character Formatting
- Paragraph Formatting
- Formatting Shortcuts
- Indents

### Lesson 5: Graphics and Final Touches

- Using Graphics
- Finishing the Document
- Printing