

Publisher 2002

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 2002.

Course Content

Lesson 1: Creating a One-Page Document

- Start a Document from a Publication Design
- Change Publication Design Elements
- Save and Print a Document
- Modify Text Boxes
- Format Basic Text
- Insert and Resize Clip Art Images

Lesson 2: Creating a Multi-Page Document

- Determine Page Setup
- Add Design Elements to a Master Page
- Insert Ruler and Layout Guides
- Import Text
- Link Text
- Use Columns
- Use Spell Check

Lesson 3: Formatting Text

- Create Tabs
- Determine Line Spacing
- Insert Symbols
- Create and Modify Styles
- Create Indents

Lesson 4: Inserting and Modifying Graphics

- Insert Custom Images
- Crop an Image
- Draw Basic Shapes
- Format Basic Shapes

Lesson 5: Inserting and Modifying Tables

- Insert and Modify a Table
- Merge Cells
- Insert Text in a Table
- Resize Table and Column Widths
- Format a Table

Lesson 6: Drawing a Logo

- Use Drawing Tools
- Use WordArt
- Manipulate Objects
- Control Object Interaction
- Save an Illustration as a Graphic

Lesson 7: Designing an Office Stationary Suite

- Use Special Paper
- Use Publications by Design
- Create an Address List
- Use Mail Merge