

Publisher 98

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 98.

Course Content

Lesson 1: Publisher Environment

- The Publisher Window
- Toolbars

Lesson 2: Basic Documents

- Page Setup
- Layout Guides
- Saving the Document
- Text Frames
- Picture Frames

Lesson 3: Multi-Page Documents

- Document Setup for Facing Pages
- Picas Measurement System
- Background
- Creating Additional Pages
- Working with Text

Lesson 4: Formatting Text

- Character Formatting
- Special Formatting
- Paragraph Formatting
- Formatting Shortcuts
- Indents
- Tabs

Lesson 5: Graphics

- Importing Graphics
- Text Wrap
- Borders

Lesson 6: Finishing Tools

- Text Margins
- Checking Spelling
- Continuation Page Numbering
- Copying Elements Between Documents