



Microsoft Publisher XP

Overview: Students will learn how to create newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Prerequisites: Windows XP or equivalent knowledge

Course Length: One day

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 Stationery Suite

Topic 7A: Use Special Paper

Topic 7B: Use Publications by Design

Topic 7C: Create an Address List

Topic 7D: Use Mail Merge