



Training Solutions, Inc.

Microsoft Publisher 2002 Course Outline

Section 1 - Overview of Publisher

- Start Publisher
- Microsoft Publisher Catalog
- Screen Elements
- Quick Publications Wizard
- Setup Options
- Entering Personal Information
- Help

Section 2 - Working with Frames

- Create a Flyer
- Save the Publication
- Zoom in and Out of Frames
- Text Frames
- Picture Frames
- Features Text Frame
 - Bullets
 - Fonts
- Apply Color to Text and Frames
- Deleting Objects
- Undo and Redo
- Move and Size Frames
- Word Art Frames
- Print the Flyer

Section 3 - Working with Shapes

- Create a Blank Publication
- Draw Common shapes
- Draw Custom shapes
- Add Color to Shapes
- Design Gallery Objects
- Align and Layer shapes
- Copy a Shape
- Group Shapes
- Rotate/Flip Shapes

Section 4 - Creating and Using Templates

- Create a Letterhead Template
- Change the Logo Frame
- Add a Watermark
- Use a Template
- Edit a Template

Section 5 - Table Frames and Styles

- Create a Calendar
- Table Frames
- Type in a Calendar Table
- Split a cell
- Insert a Graphic into a Cell
- Create a Style
- Apply a style
- Edit a style
- Import a Style from Word

Section 6 - Tri-Fold Brochure

- Create a Brochure
- Delete Unwanted Elements
- Use the Workspace
- Align Frames
- Insert Text from Word
- Drop Cap
- Change Margins in a Text Frame
- Disconnect Text Frames
- Ruler Guides
- Border Art

Section 7 - Postcards

- Create Postcards
- Insert a Picture Frame
- Crop the Picture
- Insert an Attention Getter
- Change the Shape of the
Attention Getter