



Software Learning Centers
1645 SE. Port St. Lucie Blvd
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A Division of Moore Solutions inc

Publisher 2002

Course Specifications

Course number: 084118
Software Version Number: 2002
Course length: 1 day

Course Description

Overview: This course, *Publisher 2002*, will build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents, such as flyers and newsletters.

Prerequisites: To ensure your success, we recommend you have basic familiarity with a word processing application, such as Microsoft Word, before taking this course.

Delivery Method: Instructor led.

Benefits: Regardless of the purpose of a document, most people want their publication to look interesting, professional, and well organized. Using Publisher you can create a document from one of the many publication designs in the design catalog, using the layout and design elements that come with it, or you can start with a blank document and create your own. Each way gives you the freedom to create interesting text design elements, through the use of different fonts and text formatting, and enhance the layout of the page with custom graphics, clip art, and graphic elements.

Target student: Beginning desktop publishing users who are interested in creating professional looking print publications and have word processing experience.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create, modify, save, and print a one page document using a publication design.
- Create a multi-page document, starting with a blank page, adding pages and page elements.
- Format text by adding tabs, indents, special characters, and automated formatting.
- Insert and modify graphic elements on a page.
- Add and modify rows, columns, text, and formatting in a table to display data on a page.
- Create a logo using drawing tools.
- Create documents that use special paper.

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Course Content

Lesson 1: Creating a One-Page Document

- Topic 1A: Start a Document from a Publication Design
- Topic 1B: Change Publication Design Elements
- Topic 1C: Save and Print a Document
- Topic 1D: Modify Text Boxes
- Topic 1E: Format Basic Text
- Topic 1F: Insert and Resize Clip Art Images

Lesson 2: Creating a Multi-Page Document

- Topic 2A: Determine Page Setup
- Topic 2B: Add Design Elements to a Master Page
- Topic 2C: Insert Ruler and Layout Guides
- Topic 2D: Import Text
- Topic 2E: Link Text
- Topic 2F: Use Columns
- Topic 2G: Use Spell Check

Lesson 3: Formatting Text

- Topic 3A: Create Tabs
- Topic 3B: Determine Line Spacing
- Topic 3C: Insert Symbols
- Topic 3D: Create and Modify Styles
- Topic 3E: Create Indents

Lesson 4: Inserting and Modifying Graphics

- Topic 4A: Insert Custom Images
- Topic 4B: Crop an Image
- Topic 4C: Draw Basic Shapes
- Topic 4D: Format Basic Shapes

Lesson 5: Inserting and Modifying Tables

- Topic 5A: Insert and Modify a Table
- Topic 5B: Merge Cells
- Topic 5C: Insert Text in a Table
- Topic 5D: Resize Table and Column Widths
- Topic 5E: Format a Table

Lesson 6: Drawing a Logo

- Topic 6A: Use Drawing Tools
- Topic 6B: Use WordArt
- Topic 6C: Manipulate Objects
- Topic 6D: Control Object Interaction
- Topic 6E: Save an Illustration as a Graphic

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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

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