

Publisher 2002 - Advanced	
Overview	Students will learn further concepts and skills for using Publisher 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge. Publisher 2002: Basic or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
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: <ul style="list-style-type: none"> • Create and modify newsletters. • Create an address list, set up a mail merge, sort and filter a recipient list, print a set of mail merge publications, and cancel a mail merge. • Import Word documents and Excel worksheets into a publication

Topics covered in the comprehensive manual

Working with newsletters

Getting started with newsletters
Modifying newsletters

Designing Web sites

Exploring Web sites
Creating Web sites
Modifying Web sites
Working with form pages

Linking Web pages

Using hyperlinks
Modifying hyperlinks
Working with hot spots

Publishing Web sites

Checking Web site design
Publishing a Web site

Mail merge

Creating data sources
Merging data sources with publications
Sorting and filtering
Completing and cancelling a merge

Integrating with Office XP

Importing from other applications