

<b>Publisher 2002 - Basic</b>	
<b>Overview</b>	Students will learn the basic skills necessary to begin using Publisher 2002
<b>Pre-requisite</b>	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.  No prior knowledge of Publisher is assumed.
<b>Delivery Method</b>	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
<b>Performance based objectives</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Start and close the program; open, navigate, and close a publication; zoom in and out; and use the various Help options.</li> <li>• Create, save and edit text in a publication; adjust a publication's page setup; and work with text frames.</li> <li>• Format text, create a text style, modify paragraph properties, check spelling, and search for and replace text.</li> <li>• Create and modify multi-page publications, insert pages, add Continued notices, work with master pages, import text, and create columns.</li> <li>• Insert and modify AutoShape objects, crop pictures, wrap text around a picture, rotate and flip pictures, and create and modify WordArt objects.</li> <li>• Create &amp; modify a table, enter text in a table, apply a Table AutoFormat, merge cells, add borders and rotate a table.</li> <li>• Use the Design Checker to scan for potential printing problems, print a publication, and use the Pack and Go Wizard.</li> </ul>

## Topics covered in the comprehensive manual

### Getting started with Publisher 2002

Exploring the Publisher window  
Getting Help  
Closing files and closing Publisher

### Creating publications

Creating publications  
Page setup options  
Working with text frames  
Working with pictures

### Formatting publications

Formatting text  
Changing paragraph properties  
Using editing tools

### Working with multi-page publications

Creating multi-page publications  
Modifying multi-page publications  
Working with master pages  
Working with text

### Working with objects and graphics

Working with AutoShape objects  
Working with pictures  
Working with WordArt

### Working with tables

Getting started with tables  
Modifying tables  
Formatting tables

### Printing publications

Printing publications