

## Course Outline - **Introduction to Publisher 2000**

**Aims:** To give users a basic introduction to the features of MS Publisher

**Pre-requisites:** Working knowledge of the Windows environment is essential and a basic knowledge of MS Word would be useful

**Duration:** One day

**Starting the application**

**Working with Tables**

**Creating a new document**

**Word Art**

**Page Layout and Wizards**

**Rulers & Guides**

**Objects and Frames**

**Getting Help**

**Working with objects**

**Background**

**Creating and importing text**

**Design Gallery**

**Formatting Text**

**Expanding the publication**

**Connecting Text Frames**

**Colour**

**Importing graphics**

**Printing**

