

Publisher 98 - Introduction

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am – 5pm
Pre-requisites: The delegate should be familiar with using a mouse, and working in a Windows environment	
Objectives: At the end of the course, the delegate will be able to: Create, format and edit Publisher 98 files • Work with graphics and drawings in Publisher 98 • Enter and format text • Create and format WordArt objects • Create and format tables • Complete a mail merge using a data source and main document • Work effectively in long documents • Use styles • Print Publisher 98 files	

Basic Familiarisation Starting Publisher 98 • Publisher 98 Screen • Changing Settings Using The Tools, Options Dialogue Box
Working With Publisher 98 Creating And Saving A New File • Opening And Closing Files • Changing Views In Publisher 98 • Zooming • Setting Margins • Changing Orientation And Page Layout
On-Screen Alignment Setting, Editing And Using The Zero Point • Using Rulers And Ruler Guides • Using Snap To Ruler Marks, Snap To Guides And Snap To Object Commands
Shapes And Drawings Drawing Shapes • Moving And Copying Shapes • Formatting Shapes • Grouping Shapes • Aligning Shapes In Relation To Each Other Or In Relation To The Margins
Text And Related Concepts Creating, Resizing And Deleting Text Frames • Using Autoflow • Inserting, Selecting, And Deleting Text • Setting Character Attributes • Changing Alignment, Indents And Line Spacing
Graphics And Images Creating, Deleting And Resizing Picture Frames • Importing Pictures • Importing Clip Art Files • Cropping And Wrapping
OLE Objects Creating WordArt Frames • Formatting, Editing And Deleting WordArt • Creating Table Frames • Formatting, Editing And Deleting Tables
Mail Merge Creating The Data Source • Creating The Main Document • Merging The Data Source With The Main Document • Targeting Mail Merge Recipients
Long Document Management Using Background Pages • Inserting And Removing Pages • Applying Page Numbering • Designing A Template • Using The Design Checker
Styles Understanding Styles • Applying, Creating And Deleting Styles • Modifying And Importing Styles
Printing Setting Print Options

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode PUBB98



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