**Microsoft Publisher Course Outline**

**Getting Started**

* what is Publisher, starting Publisher
* the Publisher application window
* working with Publisher menus and toolbars
* resetting the working folder
* entering personal information into Publisher
* displaying help information, exiting from Publisher

**Creating a letterhead**

* examining options in the Publisher catalog
* using the letterhead wizard, saving a publication
* zooming into and out of a publication
* applying a fill color to a text frame
* reformatting text in a text frame
* resizing and repositioning a frame
* printing a publication, closing a publication
* using the snap to options

**Creating a flyer**

* using the quick publication wizard
* inserting a personal information component into a publication
* adding a border to a frame
* inserting a text frame into a publication
* resetting margins within a text frame
* inserting a clipart frame into a publication
* combining and grouping frames

**Creating a newsletter**

* examining options in the Publisher design gallery
* inserting a masthead into a publication
* setting up columns in a publication
* inserting a text file into a text frame
* inserting an attention getter into a publication
* creating a drop cap, adding a new page to a publication

**Working with shapes**

* drawing rectangles, ovals and lines
* drawing custom shapes, rotating and flipping a shape
* changing the level of a shape
* Setting up a table/using WordArt
* creating a table, formatting a table
* inserting and deleting rows and columns in a table
* creating an artistic text block

**Creating a web site**

* using the web site wizard, customizing the web pages
* creating a hyperlink, changing the background of web pages
* previewing web pages, publishing a web site
* converting an existing publication to a web site

**Additional Publisher features**

* creating and applying a new style to text
* finding and replacing text in a publication
* inserting a picture frame into a publication, customizing Publisher