



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT 8061
Course Title: Microsoft Publisher, Level I
Course Hours: 7

Last Revised On: 7/29/09

Description:

In this class, students will learn how to create, format, revise and distribute a publication from scratch or use one of the hundreds of business and personal designs available in MS Publisher.

Objectives:

- Create a One-Page Publication
- Modify a Publication's Layout and Structure
- Edit Content in the Publication
- Format a Publication
- Format Pictures
- Identify the Options for Distributing a Publication

Content:

1. Creating a Basic Publication
 - Explore the Microsoft Office Publisher Environment
 - Create a Publication from a Publication Design
 - Add Design Object Placeholders
 - Add Content to a Publication
 - Save a Publication
 - Create Business Information Data
2. Modifying a Publication's Layout and Structure
 - Insert Text in a File
 - Organize Text Boxes and Picture Frames in the Layout
 - Connect Text Boxes
 - Divide Text Boxes into Columns
 - Organize Pages in the Publication
 - Insert Common Layout Elements
3. Editing Content in a Publication
 - Edit Text in a Publication
 - Research Information
 - Find and Replace Text
 - Spell Check the Publication
 - Save Reusable Content



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4. Formatting a Publication
 - Format Text
 - Apply Schemes
 - Insert Symbols
 - Format Paragraphs
 - Create Paragraph Styles
 - Format Text Boxes

5. Formatting Pictures in a Publication
 - Format Picture Frames
 - Customize Picture Appearance
 - Insert WordArt
 - Insert a Design Gallery Object

6. Preparing a Publication for Distribution
 - Check the Design of a Publication
 - Manage Pictures in a Publication
 - Save a Publication for Distribution
 - Preview and Print a Publication
 - Compose a Publication for Email
 - Create a Website
 - Publish a Web Page

Prerequisites:

- Knowledge of the Windows environment.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: No
- Class participation: Yes
- Demonstration of skills: Yes