

## Microsoft Publisher 2002

An introduction to Microsoft Publisher 2002 for Primary and Secondary schools. Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Publisher 2002 skills.

This new series by renowned authors Iris Blanc and Cathy Vento teaches Microsoft Publisher 2002 skills by having the learner assume the role of working in a business. The three-phase approach--Tryout, Rehearsal, and Performance, encourages critical thinking and problem solving skills. .

This book helps users of Microsoft Publisher 2002 gain an understanding of, and proficiency in, its various tools and uses. Chapter topics include the bridge from word processing to Microsoft Publisher, The Microsoft Publisher screen, beyond the default publication, considering good publication design, creating a publication from scratch, blank publication, layout guides, the publication master page, emphasizing words, and advanced layering concepts. Market: For Microsoft Publisher 2002 users.

The Microsoft Publisher 2002 manual was developed to assist new users with Publisher basics. If a user is upgrading from earlier versions of Publisher, the new features of 2002 are thoroughly reviewed in this courseware. The chapters are: Overview of Publisher, Working with Frames, Working with Shapes, Creating and Using Templates, Tables and Styles, Tri-Fold Brochures, Post Cards and Newsletters. There is also an

appendix on Design and Printing Tips.

This 6 page, tri-fold, full-color, guide is an invaluable resource for anyone who uses Publisher 2002! In a clear, user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software. Topics include: Getting Started by using Quick Publications and the NEW Task Panes, Creating a new publication; Opening an existing publication; Using the NEW speech recognition and handwriting recognition tools; Entering text and text boxes; Formatting text and pages; Creating lists; Using spell check and WordArt; Applying color schemes; Inserting objects, clip art, and shapes; Creating a table; Saving, Previewing, and Printing a publication; Preparing for commercial printing; and much more! An excellent instructional tool for a user new to Publisher 2002, it also serves as a handy reference tool for the more experienced user.

Part of the highly successful Shelly Cashman series, this text offers a clear, step-by-step, screen-by-screen approach to learning basic Microsoft Publisher 2002 skills.

### Microsoft Publisher 2002 Quick Source Guide

This book provides a unique introduction to Microsoft Publisher that allows the reader to learn this software quickly with as little effort as possible. Featuring an easy-to-use text and excellent organization, Microsoft Publisher is about solving

business problems, not about learning software features. It employs Microsoft-recommended “procedural syntax,” ensuring that the user does the right thing in the right place. Organized into “lessons”, this book covers such topics as getting started, working with text, working with graphics, design sets, tables and mail merge, and creating a website. For any reader that needs to utilize Microsoft Publisher to meet their business

With a completion time of 12+ hours, this text presents Microsoft Publisher 2002 materials in a logical, sequential fashion to help learners prepare a variety of publications ranging from advertisements and brochures to newsletters and creating Web sites. Learners are also shown how to integrate these skills and are given review and practice activities. This text is designed as a self-teaching guide which can be used either in the classroom or as a good resource for the home or office. It includes SCANS coverage and critical thinking activities to prepare the learner for skills needed in the workplace.

Learning Microsoft Publisher 2002 is designed to show readers at a variety of levels how to create pages with all kinds of design elements—e.g, formatted text, photographs, lines, and pictures—to create items such as brochures, newsletters, memos, postcards, envelopes, Web pages, and more. The manual provides readers with a total-immersion, hands-on tutorial that walks them step by step,

mouse-click by mouse-click, keystroke by keystroke through all the features of Publisher. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-life, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM contains data files. Working with Fonts and Styles. Changing the Design and Layout. Working with Pictures and WordArt. Creating Various Publications. Creating a Web Site. For anyone wanting to develop skills in using Publisher 2002 for desktop publishing.

This course will show you how to use the basic features of Microsoft Publisher 2002 for Windows. It covers the features you are most likely to need when you are new to Publisher and includes plenty of hands-on exercises for you to try. Includes parts 1 and 2 combined.

Basic Web Pages Using Publisher 2002 will help teachers and parents to give children a head start in the fundamentals of web page design and creation. This book is suitable for whole class, group and individual teaching. It is divided into a series of lessons that gradually introduce the fundamentals of Web page design using Microsoft Publisher 2002 (instructions are also given for Publisher 2000). Correct technical vocabulary is gradually introduced to enable ease of communication. Each chapter is carefully designed to clearly show pupils how to

perform basic tasks such as creating web pages, adding pictures, sounds, animation, navigation bars, scrolling marquees, hit counters, response forms and publishing the web site to the Internet. They can follow all tasks at their own pace with minimal teacher assistance. No extra software is needed. Ideal for pupils aged 10-14. Topics include: About web sites Creating a home page Inserting new pages Pictures and sounds Animations Navigation bars Scrolling marquees Hit counters Publishing your web pages

Publisher 2002 covers the basic features of Microsoft Publisher 2002. By working through this tutorial, you will become a knowledgeable and empowered user of this unique desktop publishing tool. After you complete this tutorial, you will be able to create attractive and well-designed publications—from invitations, to flyers, to newsletters, to Web pages. You will be able to print publications and prepare files for printing by professionals. Publisher 2002 covers a range of functions and techniques. It includes good design principles to help you build publications that are visually appealing. Each lesson provides hands-on opportunities for you to practice and apply your skills. The tutorial proceeds from simple to complex, allowing you to build skills at a practical pace.

Part of the highly successful Shelly Cashman Series, Microsoft Publisher 2002 Complete Concepts and Techniques provides step-by-step instructions

accompanied by full-color screen shots. Six projects help students learn basic through advanced Publisher skills quickly and easily.

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