

MICROSOFT PUBLISHER- Part I (2.5 hours)

Overview

Learn the basics of simple desktop publishing. Discuss and cover the basic tool bars and what they do. Create a document from scratch, save, and be able to make minor changes to it.

Suggested Topics to Cover

Introduction

- Basics of desktop publishing

Planning and Designing

- Short Documents
- Multipage documents

The Publishing World

- Nature and scope of publishing
- Market Research

Desktop Publishing

- Word Processing
- Printing on a Computer Printer
- Essential Publishing Skills

Illustration: Graphics

- Basic graphic use

Publishing: Ethics & the Law

- Public attitudes

MICROSOFT PUBLISHER- Part II (2.5 hours)

Overview

Learn advanced desktop publishing. Create letterheads, newsletters, greeting cards, business cards, forms, certificates and more.

Suggested Topics to Cover

Introduction

- Advanced principals of desktop publishing

Planning and Designing

- Multipage documents

Publishing Procedures & Techniques

- Color
- Film or digital imaging
- Layout design

Desktop Publishing

- Word Processing
- Printing on a Computer Printer

Illustration: Graphics

- Line illustrations
- Cartoons, photos, etc.
- Freehand work
- Computer graphics

Illustration: Photography

- Equipment and materials
- Composition
- Development of Photographic Style Portraiture

Media Forms

- Letterhead
- Greeting Cards
- Business Cards
- Certificates
- Forms