



## MS Publisher

Tuition: \$225 / 6 hours

### **Prerequisite:**

Students should have an intermediate knowledge of Microsoft Office.

### **Course Description:**

Students will use Microsoft Publisher to create a newsletter and a Web site.

## Course Content

### **Create a Newsletter & Publish it to the Web**

- Use a wizard to design your newsletter
- Add text & graphics to your newsletter
- Try it on your own
- Create a Web site from your newsletter

### **Design Your Web Site & Customize the Home Page**

- Use a wizard to design your Web site
- Add text & graphics to your Home page
- Add sound, texture, & a logo to your Home page
- Preview & save your Web site

### **Customize the Story & Directory of Related Links Web pages**

- Insert text & a movie clip into the Story Web page
- Add hyperlinks to the Directory Of Related Links Web page
- Pack your Web pages to go

### **Add Pages to Your Web site**

- Insert a Form Web page
- Insert a blank Web page
- Try it on your own

### **Make Your Web Site Available**

- Open your Web site outside of the Publisher application
- Learn about Web folders
- Access & manage folders & files on a Web server
- Make your Web site available on an intranet
- Make your Web site available on the Internet
- Manage Web pages on an intranet or the Internet

