

Quick Course[®]

in Microsoft

Publisher

2002 Training Edition

Fast-track training[®] for busy people

approx. 200 pages, 8" x 10"
\$17.95
ISBN 1-58278-073-0

Online Training
Solutions, Inc.

Content overview

Introduction ix

PART ONE: LEARNING THE BASICS

1 Creating a Simple Publication 2

After a brief introduction, you create your first publication. You learn the various parts of a publication, how to work with color schemes and text, and how to save and print your work. Finally, you learn how to get help and quit Publisher.

2 Developing a More Complex Publication 36

You use a wizard to create a flyer and then rearrange its elements by working with its frames. Then to see how to customize the flyer further, you take a look at Publisher's formatting capabilities, including multiple columns, lists, and styles.

3 Adding Visual Elements 66

This chapter shows you how to add graphics, borders, and special type effects to your publications. Along the way you explore Publisher's Design Gallery and use the drawing tools to create your own graphic objects.

PART TWO: BUILDING PROFICIENCY

4 Designing a Longer Publication 94

While showing you how to create a newsletter, we discuss the design and editorial concepts you need to know to produce effective longer publications. Then you develop and format tables from scratch and work with forms.

5 Creating a Custom Template 124

You design a template as you create a press release from scratch. Then you add items to the background so that they can be repeated on every page, and develop a custom color scheme. Finally, you create a publication based on your template.

6 More About Printing and Publishing 146

You look at more ways to fine-tune your files, as well as handle final page adjustments. Then you create materials for bulk mailings and prepare a publication for commercial printing. Finally, you use a wizard to create a Web page.

Index 172



Online Training
Solutions, Inc.

Quick Course® Series

Fast-track training® for busy people

2000/XP Series

2217 152nd Avenue NE
Redmond, WA 98052

Tel: (425) 885-1441

Fax: (425) 881-1642

Toll free outside WA: (800) 854-3344

Web site: www.otsi.com

E-Mail: QuickCourse@otsi.com

Microsoft Office XP Series

ISBN	Training Edition Textbooks	Price each	5 or more
1-58278-075-7	Quick Course in Microsoft Office XP*	\$27.95	\$22.36
1-58278-070-6	Quick Course in Microsoft Access 2002	\$17.95	\$14.36
1-58278-069-2	Quick Course in Microsoft Excel 2002	\$17.95	\$14.36
1-58278-072-2	Quick Course in Microsoft FrontPage 2002*	\$17.95	\$14.36
1-58278-074-9	Quick Course in Microsoft Outlook 2002	\$17.95	\$14.36
1-58278-071-4	Quick Course in Microsoft PowerPoint 2002	\$17.95	\$14.36
1-58278-073-0	Quick Course in Microsoft Publisher 2002*	\$17.95	\$14.36
1-58278-068-4	Quick Course in Microsoft Word 2002*	\$17.95	\$14.36
	<input type="checkbox"/> <input type="checkbox"/>		

Microsoft Office 2000 Series

ISBN	Textbooks	Price each	5 or more
1-58278-001-3	Quick Course in Microsoft Office 2000	\$25.95	\$20.76
1-58278-005-6	Quick Course in Microsoft Access 2000	\$15.95	\$12.76
1-58278-003-X	Quick Course in Microsoft Excel 2000	\$15.95	\$12.76
1-58278-008-0	Quick Course in Microsoft FrontPage 2000	\$15.95	\$12.76
1-58278-006-4	Quick Course in Microsoft Outlook 2000	\$15.95	\$12.76
1-58278-004-8	Quick Course in Microsoft PowerPoint 2000	\$15.95	\$12.76
1-58278-007-2	Quick Course in Microsoft Publisher 2000	\$15.95	\$12.76
1-58278-002-1	Quick Course in Microsoft Word 2000	\$15.95	\$12.76

ISBN	Workbooks and IRPs**	Price each	5 or more
1-58278-010-2	Quick Course in Microsoft Office 2000		\$15.95
1-58278-014-5	Quick Course in Microsoft Office 2000 IRP	\$16.95	
1-58278-012-9	Quick Course in Microsoft Excel 2000		\$12.75
1-58278-016-1	Quick Course in Microsoft Excel 2000 IRP	\$16.95	
1-58278-011-0	Quick Course in Microsoft Word 2000		\$12.75
1-58278-015-3	Quick Course in Microsoft Word 2000 IRP	\$16.95	

ISBN	Single-User CD-ROMs	Price each	
	<i>presented in eclecticClassroom™</i>		
MOUS2K4PACK	Office 2000 MOUS Study 4-Pack	\$79.95	
1-58278-030-7	Quick Course in Microsoft Access 2000	\$24.95	
1-58278-029-3	Quick Course in Microsoft Excel 2000	\$24.95	
1-58278-031-5	Quick Course in Microsoft PowerPoint 2000	\$24.95	
1-58278-028-5	Quick Course in Microsoft Word 2000	\$24.95	

Microsoft Windows and Internet Explorer

ISBN	Textbooks	Price each	5 or more
1-58278-077-3	Quick Course in Microsoft Windows XP	\$17.95	\$14.36
1-58278-009-9	Quick Course in Microsoft Windows 2000	\$17.95	\$14.36
1-879399-91-1	Quick Course in Microsoft Internet Explorer 5	\$15.95	\$12.76

How to Order

We welcome orders via phone or fax. For the fastest service, place your order on our web site.

Please fax purchase orders to us at (425) 881-1642.

Quick Course = Consistent Quality

All the Quick Course books are written by the same team of authors, so if you like one, you'll like them all! Detailed Tables of Contents are available for your review on our web site.

Backlist Titles

Many backlist titles are available at a discounted price, on a non-returnable basis. Please consult our web site for price and availability.

**Visit our
web site at:
www.otsi.com**

Prices are effective August 1, 2000. Prices and availability are subject to change without notice.

Quick Course®, Fast-track training®, and eclecticClassroom™ are trademarks or registered trademarks of Online Training Solutions, Inc.

*Please call for availability.

**Workbooks are sold only in quantities of 5 or more. At least one Instructor Resource Packet (IRP) is needed to complete workbook exercises. One IRP is complimentary with every order of 10 workbooks.