MS PUBLISHER

1 **Introduction to Desktop Publishing**
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   b. Terms used in Desktop Publishing

2 **Getting Started with Publisher**
   a. The Publisher Screen
   b. The menus & Mini-Menus
   c. Toolbars and Toolbox
   d. Status Bar and Page Clickers

3 **Working with Publisher**
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   b. Copying, Cutting and Pasting
   c. Selecting Objects
   d. Undo
   e. Creating a Publication
   f. Saving a Publication
   g. Printing a Publication

4 **Using Help**
   a. The Office Assistant

5 **Setting up the Publication**
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6 **Working with Graphics**
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   d. Sizing, Adjusting & Moving
   e. Layering
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   g. Wrapping Text around Graphics
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7 **Text Frames**
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   d. Indents, Bullets & Numbering
   e. Checking your Spelling
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   g. Text Flow
   h. Text Frame Properties
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8 **Adjusting Columns and Rows**
   a. Formatting a Table
   b. Deleting a Table
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