



MICROSOFT PUBLISHER – INTERMEDIATE

Course Duration: 1 Day

1. Working with newsletters

- Using the Newsletter Wizard
- Editing newsletters
- Converting newsletters to Web sites

2. Designing Web sites

- Exploring Web sites
- Using the Web Site Wizard
- Enhancing Web sites
- Customizing form pages

3. Linking Web pages

- Using hyperlinks
- Modifying hyperlinks
- Working with hotspots

4. Publishing Web sites

- Using Web folders
- Publishing on the Internet

5. Using Mail Merge

- Creating data sources
- Merging publications
- Sorting and filtering

6. Integrating with Office 2000

- Importing from other applications