

## Microsoft Publisher 2000 Marquee Series

Guides users through all the essential tools, product features, and design techniques needed to quickly and effectively create a publication, from page design and working with text and type to publishing on paper. Original. (Intermediate).

Teach Yourself(r) Microsoft(r) Publisher 2000 When you need on-the-spot answers - Teach Yourself! Learn quickly with short, clear steps Find the answers you need easily Explore the Web for related topics \* Use Publisher wizards to produce professional-quality business publications in a snap \* Create consistent and polished designs with the Design Checker and Design Sets features \* Convert any publication into an effective Web page \* Share information between Publisher 2000 and other Office programs \* Use the new Pack and Go Wizard to print publications exactly the way you want them

Provides an engaging and versatile program covering all four major applications of the software. Features a project-centered approach to learning skills, and addresses essential features in the major suite application plus Windows 98, Internet Explorer 5, and Outlook 2000. Material is adaptable to self-paced, accelerated, and traditional learning formats, and integrates a colorful visual learning design with step-by-step exercises. Miller is affiliated with Columbus State Community College. Plastic spiral binding. Annotation copyrighted by Book News, Inc., Portland, OR Explains how to use the desktop publishing program to create newsletters, calendars, brochures, Web pages, and mailings

This book and accompanying CD meet the practical and professional needs of all types of Microsoft Office users at varying skill levels. It is a learning system that combines graphics, instructions, experience, reinforcement, and problem solving with extensive hands-on exercises. The program consists of modular lessons that are built around a series of numbered, step-by-step procedures that are clear, concise, and easy to review. Additional features, tips, pitfalls, and other related information are provided at exactly the right place—and are easily recognizable points that stand out from the main flow of the tutorial. Icons are designed to match the Microsoft Office theme. Six projects contain several lessons with objectives related to each: getting started with publisher; adding graphics; working with text; working with frames; using tables, charts, and mail merge; working with publisher tools; and building a web site with publisher. For anyone who works (or plays) in a Windows environment, and wants (or needs) to keep up with the ever-expanding feature set of Microsoft Office.

WHAT YOU'LL FIND INSIDE A quick, hands-on, visual approach to learning the most important features of the Microsoft Office XP suite for Core certification in Microsoft Office Specialist skills An overview of the essential features of Windows 2000, Internet Explorer 5.5, and Outlook 2002 CONTENTS Windows 2000: 1. Exploring Windows 2000. 2. Maintaining Files and Customizing Windows. Internet Explorer 5.5: 1. Browsing the Internet Using Internet Explorer 5.5. Office: 1. Introducing Microsoft Office XP. Word 2002: 1. Creating and Editing a Document. 2. Formatting Characters and Paragraphs. 3. Formatting and Enhancing a Document. 4. Formatting with Special Features. Excel 2002: 1. Analyzing Data Using Excel. 2. Editing and Formatting Worksheets. 3. Using Functions, Setting Print Options, and Adding Visual Elements. 4. Working with Multiple Worksheets and Managing Files. Integrated 1: Integrating Word and Excel. Access 2002: 1. Maintaining Data in Access Tables. 2. Creating Tables and Relationships. 3. Creating Queries, Forms, and Reports. 4. Modifying Tables and Reports, Performing Calculations, and Viewing Data. Integrated 2: Integrating Word, Excel, and Access. PowerPoint 2002: 1. Preparing a Presentation. 2. Editing Slides and Slide Elements. 3. Formatting and Enhancing a Presentation. 4. Customizing and Managing a Presentation. Integrated 3: Integrating Word, Excel, and PowerPoint. Outlook 2002. 1. Using Outlook 2002. Index. Includes student files on CD.

A guide to the word processing program for experienced users covers formatting, adding graphics, Web integration, mail merge, cross-referencing, and document security

Provides a manual that has been designed to show you the features of the software application FrontPage. It helps in developing a web site, whether it be your own website or for your organisation. This introductory guide steers the user around the basic FrontPage features in order to create a single page web site.

Shows how to use the various features of Microsoft Outlook, including sending and receiving e-mail, using the address book, organizing notes, and managing Outlook applications

This book covers all the products in the Office 2000 Small Business suite. The book covers each application in its own section as well as including chapters on using applications within the suite together. The book also shows how to use common elements in the suite and covers Web publishing techniques using Office.

Use this text to get your students up and running on Microsoft FrontPage 2000 - one of the most widely used Web page design software programs available! With this text, students learn everything from the basics of creating and designing a Web page, to adding enhancements, inserting tables, and more. A Web-based project emphasizes the importance of working in teams to accomplish common goals while numerous short-answer questions test students' retention of important chapter information.

Special Edition Using Microsoft Word and Excel in Office 2000 is a comprehensive reference to Word and Excel. It briefly covers the basics of the programs and then moves quickly on to cover roughly 600 pages each of Word and Excel at the intermediate and advanced feature level. This book gives the reader complete coverage of both Word 2000 and Excel 2000 in one convenient reference.

Part of the highly successful Shelly Cashman series, this text offers a clear, step-by-step, screen-by-screen approach to learning basic Microsoft Publisher 2000 skills.

Part of the New Perspectives Series, this text offers a case-based, problem-solving approach to learning Microsoft Publisher 2000 skills.

Paramedic

Written by a desktop publishing professional, this book not only shows the key features of the software, but also shows how to apply good design principles through several hands-on projects.

Covers the IT skills needed to achieve the Key Skills Certificate in Information Technology at levels 2 and 3 and explains how the students can build a portfolio of evidence.

Part of the Illustrated Series, this text offers a quick, visual, step-by-step approach for learning the more advanced features of Microsoft Office 2000 applications.

This book is designed to offer strong advice and training for novice Graphic Arts Professionals delivering completed projects to vendors. Demonstration Software. Project-based instruction. Project data available on dual-platform CD-ROM. Two-color, spiral bound books with four-color illustrations of completed assignments. For all beginners in graphics arts, desktop publishing, and computer design and graphics.

Microsoft Publisher 2000Emc PubAmerican Book Publishing RecordMicrosoft Publisher 2000 Step by Step

Provides step-by-step instructions for utilizing Microsoft Publisher 2000 to create and publish professional-looking publications in print and on the Web, in black and white or in color. Original. 25,000 first printing. (Intermediate).

Create Newsletters, Brochures, Web Pages, and More! Creating high-quality publications right on your own PC is easier than you think-with a little help from Microsoft Publisher 2000 For Dummies.

Straightforward explanations, illustrations, and tips guide you through the ins and outs of desktop publishing. You'll discover how scanned images, clip-art graphics, and distinctive typefaces can make your print documents and Web pages come alive in no time-without spending a lot of money. Inside, find helpful advice on how to: Choose the perfect fonts and design elements for any project Design custom layouts for newsletters, brochures, stationary, and much more Drop in images from Publisher's clip-art gallery-or use your own pictures Turn any document into a Web page in a few simple steps Use hyperlinks, textures, and colors to build better Web sites Create and maintain a consistent image for your small business Unleash the time-saving capabilities of Publisher's powerful PageWizards Get money-saving tips on service bureaus, paper options, and printing Integrate Publisher with other Microsoft Office 2000 applications for even greater productivity

A guide to the Web authoring program for experienced users explains how to develop team-based Internet, intranet, and extranet sites

Certain to be a big draw in the the Professional Results series, this book guides users of Publisher 2000 through the creation of a wide variety of publications, from postcards to menus to flyers, brochures, and catalogs, providing design tips and techniques for making the best-looking documents ever.

Pupil-focused material allows independent learning and progress at individual rates. For the more able, extension materials are provided. A learning unit structure provides maximum flexibility in the classroom, with suggested lesson plans for non-IT specialists. Targets at the start of each unit of work are reviewed at the end for complete consolidation. Schemes of work facilitate planned delivery across timetabled ICT and subject-related lessons. Three differentiated skills books work in parallel to cater for a broad ability range throughout Years 7-11.

Collects chapters drawn from a variety of computer books to highlight the features of the latest version of Microsoft Office

Explains how to use the desktop publishing program to arrange text and pictures, create logos with WordArt, and create special effects with fonts, styles, and typography techniques

Tells how to master the basics of six programs that make up Microsoft Office Professional, and also covers Microsoft's web browser, Internet Explorer. Material is presented in visual format, with two screen shots on every page and margin notes with brief instructions and explanations. Includes appen

With a completion time of 75+ hours, this book is certified as Expert level for Microsoft Word. Aimed at the beginner, this comprehensive book covers beginning through advanced features of the software. Lessons contain objectives, step-by-step instructions, screen illustrations, tips, notes, Internet coverage, chapter summaries, end-of-chapter exercises, projects, and SCANS correlations. Extra challenging activities are provided, along with group activities to emphasize teamwork. Unit reviews contain a Command Summary, Review Questions, Applications, and On-the-Job Simulations.

Basic Web Pages Using Publisher 2002 will help teachers and parents to give children a head start in the fundamentals of web page design and creation. This book is suitable for whole class, group and individual teaching. It is divided into a series of lessons that gradually introduce the fundamentals of Web page design using Microsoft Publisher 2002 (instructions are also given for Publisher 2000). Correct technical vocabulary is gradually introduced to enable ease of communication. Each chapter is carefully designed to clearly show pupils how to perform basic tasks such as creating web pages, adding pictures, sounds, animation, navigation bars, scrolling marquees, hit counters, response forms and publishing the web site to the Internet. They can follow all tasks at their own pace with minimal teacher assistance. No extra software is needed. Ideal for pupils aged 10-14. Topics include: About web sites Creating a home page Inserting new pages Pictures and sounds Animations Navigation bars Scrolling marquees Hit counters Publishing your web pages

A user-friendly reference book provides separate sections covering each Office 2000 module plus Windows 98 and includes pointers on getting the modules to work together.

Ideal for use as a self-paced training guide or for instructor-led training, this book offers to-the-point tutorials and learning exercises for quickly grasping desktop publishing basics and building proficiency.

Shows how to use each component of Microsoft Office, and offers advice on creating documents, spreadsheets, databases, graphics, and presentations

This book/CD-ROM package teaches core-level skills required for Microsoft Office User Specialist (MOUS) certification, featuring a wealth of color visuals, screen captures, and illustrations. Offers graduated instruction, from guided tutorials to independent learning, emphasizing best practices in information processing as well as problem-solving and communication skills for the contemporary workplace. Each chapter contains objectives, an overview, exercises, a summary, a commands review, questions, and skills assessments. The CD-ROM contains exercise files. Students do not need prior experience or familiarity with Windows. A knowledge of high school freshman mathematics is required. The author is affiliated with Pierce College at Puyallup. Annotation copyrighted by Book News, Inc., Portland, OR

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