Microsoft Publisher 2000 Step By Step

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.

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Demonstrates Project basics while covering organizational planning, collaboration, Web technology, and integration with other Microsoft applications.

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

This INSTRUCTOR GUIDE is a key part of the Microsoft(r) STEP BY STEP COURSEWARE series, which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available. This guide complements both student guides for this software product: the Core Skills Student Guide, for students who want to gain basic proficiency with Microsoft FrontPage(r) 2000, and the Expert Skills Student Guide, for students who want to master advanced techniques with Microsoft FrontPage 2000. Both come in full-color versions that offer students an outstanding learning experience. Numbered steps provide detailed instructions to help students easily learn new skills. Lesson objectives clearly state what your students will learn in each lesson. Margin notes for instructors give guidance on lesson delivery. The MOUS logo indicates a task that will be tested on the Microsoft Office User Specialist (MOUS) certification exam. Putting It All Together exercises challenge students to apply what they ve learned in new ways. Quick Quizzes test what students have learned in each lesson.The Lesson Glossary defines key terms shown in boldface throughout the lesson. Using the Core Skills Student Guide, your students will learn how to: Meet the Microsoft FrontPage MOUS core-level objectives Plan and create a Web site Format and enhance Web pages Publish and maintain a Web site Using the Expert Skills Student Guide, your students will learn how to: Meet the Microsoft FrontPage MOUS expert-level objectives Give a Web site a professional look Make a Web site interactive Use advanced tools such as Microsoft ActiveX(r) controls, Java applets, and more Included on CD-ROM are: Practice files, test questions and answers, and answers to Quick Quizzes and Putting It All Together sections for both Student Guides Microsoft PowerPoint(r) presentations to use while delivering lessons A Trainer s Guide to help you get up to speed Estimated completion times for each lesson To purchase this title, please contact your Microsoft reseller or your Microsoft Press Account Manager.

An easy-to-follow, two-color visual reference with task-oriented spreads that provide concise information on the tasks users most need to accomplish with the Microsoft Money 2000 software products. With lay-flat binding and task-oriented spreads, it's ideal as a quick-reference guide for completing specific tasks with Money.

Paramedic

The smart way to learn Microsoft Office Professional 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to get more done with Microsoft Word, PowerPoint, Excel, Outlook, OneNote, Access, and Publisher. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Determine the best Office tool for specific tasks Use Office efficiently on touch-enabled devices Create attractive documents, publications, and presentations Manage your e-mail, calendar, meetings, and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNote

The "Microsoft Office 2000 Step By Step Learning Kit" uniquely combines the learning advantages of the proven step-by-step tutorials and those of interactive computer-based training. Users can easily choose what they learn and how they learn it by using both print and interactive lessons. The companion CD-ROM contains sample files for step-by-step lessons and Starts Here multimedia lessons.

This QuickTorial provides a quick introduction for beginning users of Microsoft Publisher 2000. This self-paced, self-instructional guide provides students with all the instruction necessary to become a proficient user of this leading desktop publishing program.

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.

Microsoft Publisher 2000 Step by Step

Part of the Illustrated Series, this concise text offers a quick, visual, step-by-step approach for learning how to create and enhance a publication using Microsoft Publisher 2000.

Microsoft Publisher is one of the most successful desktop publishing software products on the market and is widely used in both the business as well as home environments with over 5 million users. Stultz focuses on such advanced topics as working with frames; kerning; textures and gradients; using snaps; using special symbols; working with scanners and cameras; and including mathematical equations.

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

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

Offers clear objectives and real-world examples within each self-paced lesson so users of Microsoft Office 2000 can get the most out of this suite, and includes a companion CD with practice files. Original. 75,000 first printing. (Beginners).

Explains how to use the desktop publishing program to create newsletters, calendars, brochures, Web pages, and mailings

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 illustrated step-by-step instructions for using the Microsoft Excel 2000 spreadsheet program

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

"Web Publishing Step By Step Learning Kit" provides two effective learning tools in one package to teach users how to harness the Web publishing tools and features of Microsoft Office applications, including Microsoft FrontPage 2000, PhotoDraw 2000, Publisher 2000, NetMeeting, and NetShow. It also covers the Web publishing features of Microsoft Excel 2000, Word 2000, and PowerPoint 2000. By providing both a print component, Web Publishing Step by Step, and multimedia training software, Web Publishing Step by Step Interactive, this powerful kit lets users match the most appropriate method to their learning style. The time-tested step by step training -- task-oriented, procedural, and self-paced -- is the perfect method for learning the powerful web publishing tools that Microsoft offers.

The By Design series offers an example-packaged guide to creating and editing graphics using Microsoft PhotoDraw. The CD-ROM includes project files, original artwork by the author, and a demo version of PhotoDraw.

Microsoft's highly anticipated entry into the historical air combat category combines all the realism of Microsoft Flight Simulator with the air combat excitement of World War II!

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

Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours steps the reader through everything he or she needs to know in order to quickly create a desired publication, while building skills that can be applied in the future to other types of projects. Since Microsoft Publisher comes with hundreds of built-in templates, the focus of this book is not on specific types of projects, but on basic product features and general desktop publishing and design techniques that help the reader use and customize templates for a variety of different types of publications.

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.

This Teacher's book provides invaluable help for teachers and parents to give children a head start in the fundamentals of desktop publishing as required at Key Stages 2 and 3 using Microsoft Publisher 2000. This book accompanies the pupil's book Basic Publisher 2000. It contains: 32 Pages of photocopiable worksheets Learning objectives Tips and advice on lesson preparation Pupil's record sheet A Certificate of Achievement

The books in this series are step-by-step tutorial books that make learning and teaching easy. Designed to be used by students and people wanting to study in their own time and at their own pace or as a front of the class training resource.

""Microsoft Outlook 2000 At a Glance"" gives readers a fast, easy, visual way to solve problems and get work done with the latest version of Microsoft's popular desktop information management program. This reference title delivers concise answers and is an ideal desk-side companion for users who need quick problem-solving information.

Covers All 8 Office 2000 Programs The Microsoft Office 2000 Guide That Gives You More! Microsoft Office 2000 is powerful. It's versatile. And it's very complicated. Which is why you need this encore to Microsoft® Office 2000 For Windows® For Dummies®. It's packed with advanced techniques and secrets that will help you get More out of every program in the suite — and make you More creative, More efficient, and More productive. Inside, find helpful advice on how to: Find out how to make the advanced modules of Office — Word, Excel, PowerPoint, Access, and Outlook — work together seamlessly Try out keyboard shortcuts, macros, templates, and customization features that make Office 2000 work smarter Get up to speed on graphics and multimedia basics — and add impact to documents, presentations, printed pieces, and Web pages Use PhotoDraw and FrontPage to make Web-page design as simple as creating a Word document Get a handle on Small Business tools like Business Planner, Direct Mail Manager, Customer Manager, and Financial Manager Create business cards, brochures, flyers, and other desktop publishing projects quickly and easily with Publisher

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).

This INSTRUCTOR GUIDE is a key part of the Microsoft STEP BY STEP COURSEWARE series, which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available.

Microsoft Office is the most popular business software package on the planet, and with MASTER Microsoft Office 2000 VISUALLY you can dive into the entire Office suite with confidence and ease. Step-by-step instructions and 1,200 screenshots help you become an expert in all Office tools: Create, edit, save, and print documents and worksheets with Word and Excel. Construct professional-quality slide presentations with PowerPoint. Organize and manage data with Access, Microsoft's versatile database program. Use Outlook to send and receive messages, stay on schedule, and keep track of contacts. Design and create publications with Publisher, Microsoft's desktop publishing program. Build exciting Web pages with FrontPage. The bonus CD-ROM is jam-packed with tools that make mastering Office 2000 a breeze: Real Player, EarthLink TotalAccess, and a completely searchable PDF version of the book. It also offers Web links to scores of valuable Office 2000 resources

In this book a step-by-step approach is provided to instruct you on how to use Publisher 2000. Exercises are supported with a set of data files, that you can download from the Nene website.

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