

## PAGEMAKER 7: BASIC

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$299**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

This ILT Series manual for PageMaker 7.0 Basic is designed to give proficiency in creating publications and adding visual impact to them with colorful text, drawing objects, frames, and images. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

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##### **Unit 1: Getting started**

Topic A: Exploring the PageMaker environment

Topic B: Opening and navigating publications

Topic C: Using Help

Topic D: Closing publications and PageMaker

##### **Unit 2: Building publications**

Topic A: Creating single-page publications

Topic B: Modifying text

Topic C: Working with text blocks

Topic D: Printing publications

##### **Unit 3: Building multi-page publications**

Topic A: Creating multi-page publications

Topic B: Managing text flow

Topic C: Working with frames

Topic D: Working with pages

##### **Unit 4: Including objects and graphics**

Topic A: Including drawing objects

Topic B: Adding color to drawing objects

Topic C: Adding graphics

Topic D: Arranging text around graphics

Topic E: Merging text and graphics

##### **Unit 5: Applying character formatting**

Topic A: Formatting characters

Topic B: Controlling character spacing

##### **Unit 6: Applying paragraph formatting**

Topic A: Formatting paragraphs

Topic B: Using tabs

##### **Unit 7: Using styles and the library**

Topic A: Creating styles

Topic B: Applying and editing styles

Topic C: Working with a library