

PAGEMAHER 7: INTERMEDIATE

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 Intermediate is designed to give proficiency in creating and using templates, adding advanced effects to text and graphics, creating and inserting tables, and working with long publications. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Table Of Contents:

Unit 1: Working with templates

Topic A: Using existing templates

Topic B: Working with master pages

Topic C: Creating a custom template

Unit 2: Applying type effects

Topic A: Applying effects to text

Topic B: Formatting text

Unit 3: Formatting graphics

Topic A: Adjusting graphics

Topic B: Modifying graphics

Topic C: Copying graphics

Topic D: Working with objects on a page

Unit 4: Applying layers

Topic A: Exploring layers

Topic B: Working with layers

Unit 5: Working with Adobe Table 3.0

Topic A: Adding tables

Topic B: Enhancing tables

Topic C: Working with linked tables

Unit 6: Working with long documents

Topic A: Creating books

Topic B: Adding a table of contents

Topic C: Creating an index

Unit 7: Printing publications

Topic A: Preparing publications for printing

Topic B: Printing publications