Publisher 2003 Introduction

Duration: 1 Day

Course Overview:

Regardless of the purpose of a document, most people want their publications to look interesting, professional, and well organized. Using Publisher 2003, you can create professional documents by creating documents from scratch or by using one of the many publication designs in the design catalog. In this intensive hands-on course, students will learn to create a multi-page document, import and format text, and enhance the layout of their document with custom graphics, clip art, and other graphic elements.

Students Learn How To:

- Navigate in the Microsoft Publisher environment
- Create a new one-page document and add pages and page elements
- Import text and graphics from other applications
- Format text using fonts, sizes, type styles, and line spacing
- Use alignment commands, tabs, and indents to align text
- Add and modify rows, columns, text, and formatting in a table to display data on a page

Who Should Attend: This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher 2003 to create, lay out, and edit publications.

Prerequisites: Basic knowledge with a word processing application, such as Microsoft Word, before taking this course.

Course Outline:

Creating a Basic Publication

Examine the Publisher Environment
Create a Publication from a Publication Design
Replace Design Object Placeholders
Save a Publication
Create a Blank Publication
Display Ruler Guides
Add Text
Insert a Picture from a File

Modifying a Publication's Layout and Structure

Insert and Delete Pages
Insert a Text File
Size Text Boxes and Picture Frames
Move Text Boxes and Picture Frames
Connect Text Boxes
Divide Text Boxes into Columns
Move a Page
Create and Use a Master Page

Editing Content in a Publication

Edit Text in a Publication
Research Information
Find and Replace Text
Check Spelling

Formatting a Publication

Format Text
Apply Schemes
Insert Symbols
Indent Paragraphs
Change Spacing Between Paragraphs
Control Paragraph Flow
Create Paragraph Styles
Format Text Boxes

Formatting Pictures in a Publication

Format Picture Frames
Crop a Picture
Wrap Text Around a Picture
Insert WordArt
Insert a Design Gallery Object

Preparing a Publication for Distribution

Check the Design of a Publication
Verify Pictures
Create a Newsletter to Email
Create a Web Page
Publish a Web Site
Preview and Print a Publication
Templates

Appendix A: Computers & Computing-Basic Skills