

Course overview:

Publisher Level 1



Overview and objectives

Students will get the most out of this one-day course if their goal is to become proficient using Publisher to create newsletters, design Web sites, set up mail merges, and perform other advanced-level tasks.

Who should attend?

Students should be familiar with PCs and the use of a keyboard and mouse. Students should also be proficient users of the Windows operating system and have attended the Publisher 2003: Level 1 course or have equivalent practical experience.

Working with newsletters

- Getting started with newsletters • Modifying newsletters

Designing Web sites

- Exploring Web sites • Creating Web sites • Modifying Web sites • Working with form pages

Linking Web pages

- Using hyperlinks • Modifying hyperlinks • Working with hot spots

Publishing Web sites

- Converting to HTML • Understanding FTP and publishing Web sites

Mail merge

- Creating data sources • Merging data sources with publications • Sorting and filtering • Completing and canceling a merge

Integrating with Office 2003

- Importing from other applications