

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 2003 to create publications, format text, insert graphics, create tables, and perform other basic-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.

Getting started

- Exploring the Publisher window • Getting Help • Closing files and closing Publisher

Creating publications

- Creating publications • Page setup options • Working with pictures • Working with text frames

Formatting publications

- Modifying text frames • Formatting text • Changing paragraph properties • Using editing tools

Working with multi-page publications

- Creating multi-page publications • Modifying multi-page publications • Working with master pages • Working with text

Working with objects and graphics

- Working with AutoShape objects • Working with pictures • Working with WordArt

Working with tables

- Getting started with tables • Modifying tables • Formatting tables

Printing publications

- Printing publications