

ExecuTrain End User Computer skills

Publisher 2003: Basic

1 Day

Description

You're starting Microsoft® Publisher 2003, which is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

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, layout, and edit publications.

Prerequisites

This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs, navigate to information stored on the computer; manage files and folders; and select text. One of the following courses are recommended, or you should have equivalent knowledge of:

- ✓ Windows XP: Introduction

Objectives

Upon successful completion of this course, students will be able to:

- ✓ Create a one-page publication.
- ✓ Modify a publication's layout and structure.
- ✓ Edit and format content in a publication.
- ✓ Work with multipage publications.
- ✓ Format pictures and tables.
- ✓ Print publications.

Outline

Unit 1: Getting started

Topic A: Exploring the Publisher window
Topic B: Getting help
Topic C: Closing files and closing Publisher

Unit 2: Creating publications

Topic A: Creating a publication
Topic B: Page setup options
Topic C: Working with pictures
Topic D: Working with text frames

Unit 3: Formatting publications

Topic A: Modifying text frames
Topic B: Formatting text
Topic C: Changing paragraph properties
Topic D: Using editing tools

Unit 4: Working with multipage publications

Topic A: Creating multipage publications
Topic B: Modifying multipage publications
Topic C: Working with master pages
Topic D: Working with text

Unit 5: Working with objects and graphics

Topic A: Working with AutoShape objects
Topic B: Working with pictures
Topic C: Working with WordArt

Unit 6: Working with tables

Topic A: Getting started with tables
Topic B: Modifying tables
Topic C: Formatting tables

Unit 7: Printing publications

Topic A: Printing publications