Microsoft® Publisher 2003: Level 1

1 day – Instructor led
Certification: Microsoft Office Specialist: Publisher 2003

Course 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.

Course Objective: You will create, manage, revise, and distribute publications.

Target Student: 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 Professional: Level 1, Windows XP Professional: Level 2, Windows XP: Introduction, Windows 2000: Introduction.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based 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 content in a publication.

- Format text.

- Format pictures.

- Identify the options for distributing a publication.
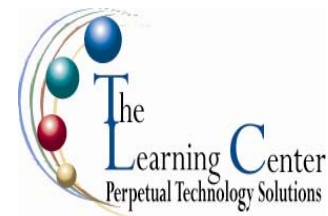
Course Content

Lesson 1: Creating a Basic Publication
       Topic 1A: Examine the Publisher Environment
       Topic 1B: Create a Publication from a Publication Design
       Topic 1C: Replace Design Object Placeholders
       Topic 1D: Save a Publication
       Topic 1E: Create a Blank Publication
       Topic 1F: Display Ruler Guides
       Topic 1G: Add Text
       Topic 1H: Insert a Picture from a File
Lesson 2: Modifying a Publication's Layout and Structure
       Topic 2A: Insert and Delete Pages
       Topic 2B: Insert a Text File
       Topic 2C: Size Text Boxes and Picture Frames
       Topic 2D: Move Text Boxes and Picture Frames
       Topic 2E: Connect Text Boxes
       Topic 2F: Divide Text Boxes into Columns
       Topic 2G: Move a Page
       Topic 2H: Create and Use a Master Page
Lesson 3: Editing Content in a Publication
       Topic 3A: Edit Text in a Publication
       Topic 3B: Research Information
       Topic 3C: Find and Replace Text
       Topic 3D: Check Spelling
Lesson 4: Formatting a Publication
       Topic 4A: Format Text
       Topic 4B: Apply Schemes
       Topic 4C: Insert Symbols
       Topic 4D: Indent Paragraphs
       Topic 4E: Change Spacing Between Paragraphs
       Topic 4F: Control Paragraph Flow
       Topic 4G: Create Paragraph Styles
       Topic 4H: Format Text Boxes
Lesson 5: Formatting Pictures in a Publication
       Topic 5A: Format Picture Frames
       Topic 5B: Crop a Picture
       Topic 5C: Wrap Text Around a Picture
       Topic 5D: Insert WordArt
       Topic 5E: Insert a Design Gallery Object
Lesson 6: Preparing a Publication for Distribution
       Topic 6A: Check the Design of a Publication
       Topic 6B: Verify Pictures
       Topic 6C: Create a Newsletter to Email
       Topic 6D: Create a Web Page
       Topic 6E: Publish a Web Site
       Topic 6F: Preview and Print a Publication
       Topic 6G: Templates
Appendix A: Computers and Computing: Basic Skills