

## Microsoft Publisher 2003 (1 day)

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### Course Aim

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The skills and knowledge covered in this publication are sufficient to create creative documents, including newsletters, letters, memos, faxes, flyers, calendars, posters and the like.

### Course Prerequisites

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Previous experience using applications on a PC or Macintosh is a preferred, but not a required prerequisite for this course.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Publisher 2003 Orientation

- Overview Of Publisher 2003
- Using The New Publication Task Pane
- Working With Menus and Toolbars

#### Publisher Essentials

- Creating a Personal Information Set
- Understanding and Creating Publications For Print
- Saving a Publication
- Printing a Publication
- Navigating Between Pages

### Drawing Objects & Frames

- Creating Objects and Frames
- Transforming Objects & Frames
- Moving Objects and Frames
- Grouping Objects and Frames
- Layering Objects
- Aligning Frames and Objects
- Fill Effects In Frames
- Drawing and Formatting Lines
- Ordering Objects
- Grouping Objects

### Text

- Creating a Text Box
- Formatting Text
- Text Alignment In a Text Box
- Importing Text
- Wrapping Text
- Checking Spelling
- Text Columns
- Paragraph Formatting
- Linking Text Boxes
- Text Box Margins
- Hyphenation
- Creating, Applying and Modifying Text Styles
- Applying Text Styles

### Tabs & Lists

- Overview of Tabs and Lists
- Creating Tabs
- Creating Leader Tabs
- Creating Bulleted Lists
- Creating Numbered Lists

### Tables

- Creating a Table
- Entering Text In a Table
- Formatting Tables
- Inserting and Deleting Rows and Columns

### Layout & Page Techniques

- Understanding Blank Publications
- Creating a Blank Publication
- Using Guides
- Inserting and Deleting Pages
- Creating Headers and Footers
- Creating Left and Right Master Pages
- Creating and Using Templates