

Publisher 2003 - Level 1

Days of Training: 1

Overview

In this course, students will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Prerequisites

Windows 2000 - Level 1
Windows XP (New Version) - Level 1

Lesson 1: Creating a Basic Publication

- Examine the Publisher Environment
- Create a Publication from a Publication Design
- Replace Design Object Placeholders
- Save a Publication
- Create a Blank Publication
- Display Ruler Guides
- Add Text
- Insert a Picture from a File

Lesson 2: Modifying a Publication's Layout and Structure

- Insert and Delete Pages
- Insert a Text File
- Size Text Boxes and Picture Frames
- Move Text Boxes and Picture Frames
- Connect Text Boxes
- Divide Text Boxes into Columns
- Move a Page
- Create and Use a Master Page

Lesson 3: Editing Content in a Publication

- Edit Text in a Publication
- Research Information
- Find and Replace Text
- Check Spelling

Lesson 4: Formatting a Publication

- Format Text
- Apply Schemes
- Insert Symbols
- Indent Paragraphs
- Change Spacing Between Paragraphs
- Control Paragraph Flow
- Create Paragraph Styles
- Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

- Format Picture Frames
- Crop a Picture
- Wrap Text Around a Picture
- Insert WordArt
- Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

- Check the Design of a Publication
- Verify Pictures
- Create a Newsletter to Email
- Create a Web Page
- Publish a Web Site
- Preview and Print a Publication
- Templates

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