

Publisher 2003: Basic

1 day

Description

This ILT Series course teaches the basic functions and features of Publisher 2003. Students will learn how to create a publication, adjust its page setup, enter and edit text, insert pictures, and create and modify text frames. They'll also learn how to work with multi-page publications, objects, graphics, and tables, as well as how to print publications.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Previous experience with Word is recommended*

Course 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 multi-page publications

Topic A: Creating multi-page publications
Topic B: Modifying multi-page 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