MS Publisher 2003 Introduction

WALL TO WALL
COMPUTER SERVICES

Duration: **1 Day**   Course Code: **PB1410**

This one day workshop has been designed for those who need to be able to create, edit and update publications using Microsoft Publisher 2003.

Learning Outcomes

By the end of this course students will be able to create and build a document/flyer to a required size and layout both manually and using wizards, add text, clipart and photos, create columns, add drawing effects and prepare documents for printing.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Publisher. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- What is Publisher? Starting Publisher
- The Publisher application window
- Working with Publisher menus and toolbars
- Displaying help information
- Exiting from Publisher

Creating a letterhead

- Examining options in the publication gallery
- Using a letterhead template, saving a publication
- Zooming into and out of a publication
- Applying a fill color to a text box
- Reformatting text in a text box
- Resizing and repositioning a text box
- Printing a publication, closing a publication
- Using the snap options

Creating a flyer

- Using a quick publication template
- Inserting a personal information component into a publication
- Adding a border to a text box
- Inserting a text box into a publication
- Resetting margins within a text box
- Inserting a picture into a publication
- Grouping objects in a publication
- Using the design checker

Creating a newsletter

- Examining options in the design gallery
- Inserting a masthead into a publication
- Setting up columns in a publication
- Importing text into a text box
- Inserting an attention getter into a publication
- Creating a drop cap, adding a new page to a publication

Working with shapes

- Drawing simple shapes, drawing more complex shapes
- Adjusting, rotating and flipping a shape
- Changing the level of a shape

Setting up a table/using WordArt

- Creating a table, formatting a table
- Inserting and deleting rows and columns in a table
- Creating a WordArt text block

Creating a web site

- Using a web site template, customizing additional web pages
- Creating a hyperlink, changing the background of web pages
- Previewing web pages, publishing a web site

Additional Publisher features

- Creating and applying a style to text
- Finding and replacing text in a publication
- Inserting a picture in an external file into a publication
- Using the page sorter, customizing Publisher

Final case study