

Publisher 2003

Introduction

Course Description

This practical hands-on course is designed for new users of Publish 2003 a basic understanding of using Publisher to create various document types. On completion of this course, participants will be able to use Publisher to create newsletters, leaflets and brochures.

Getting Started

- Starting Publisher 2003
- Understanding the Catalogue
- Publications by Wizard
- Publications by Design
- Creating a blank Publication
- The Publisher 2003 screen
- Working with the toolbars
- Understanding menus
- Changing pages
- Changing Zoom
- Searching for specific help
- Using the Office Assistant
- Learning with a quick demo
- Exiting from Publisher 2003
- Tips for planning a Publication

A Quick Publication

- Creating quick Publications
- Creating a Publication by Wizard
- Saving a Publication
- Printing the Publication
- Closing a Publication
- Opening a Publication
- Creating another Publication

Publisher 2003 Essentials

- Text Tools and Frames
- Selecting frames
- Manipulating frames
- Deleting frames
- Layout Guides and Ruler Guides
- Undo and Redo
- Copy and Paste

Creating Text Frames

- Text frame overview
- Formatting text & text frames
- Colours & Fills
- Selecting a Colour scheme
- Fill Effects
- Character spacing
- Vertical Text Alignment
- Line spacing
- Adding other objects – Pictures & clipart

WordArt

- Inserting WordArt
- Editing WordArt Objects
- Formatting WordArt Objects

Drawing Tools

- Standard drawing objects
- Aligning objects
- Lines Styles
- Shapes
- Layering objects
- Rotate, Flip and Nudge
- Design Objects

Tables

- Creating a table
- Entering text into a table
- Changing the font size
- Changing row depth
- Inserting Rows or Columns
- Deleting Rows or Columns
- Creating borders around a table
- Using Border Art
- Shading rows & columns
- Aligning text in columns
- Merging cells in a table

Advanced Text Techniques

- Importing Text
- Adding additional text frames
- Connecting Text Frames
- Moving between linked frames
- Columns in Text frames
- Text Styles
- Adding Drop Caps
- Adding Graphics to Text
- Adding white space
- Variable size text frames
- Readjusting the Page Layout
- Aligning objects on a page
- Nudging objects
- Adding pictures from file
- Pictures from the clip gallery
- Spelling

Mail Merge

- Creating a Data source
- Adding Merge fields
- Performing the merge
- Printing the merge

Duration:

1-Day

Audience:

The course has been designed for new users of Microsoft Publisher 2003.

Pre-requisites:

Participants must have basic keyboard and mouse skills and be familiar with the Windows operating system.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support