

Course

Publisher 2003

Course number:

Course length: 1 days

Registration:

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Publisher 2003

This ILT Series manual for Publisher 2003 is designed to give proficiency in creating publications, formatting text, inserting graphics, and performing other basic-level tasks. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives:

- Start and close the program, open, navigate, and close a publication, zoom in and out, and use the various Help options.
- Create, save and edit text in a publication, adjust a publication's page setup and work with text frames.
- Modify text frames, format text, create a text style, modify paragraph properties, check spelling, and search for and replace text.
- Create and modify multi-page publications, insert pages, work with master pages, import text, and create columns.
- Insert and modify AutoShape objects, crop pictures, wrap text around a picture, rotate and flip objects, and create and modify WordArt objects.
- Create a table, enter text in a table, apply a Table AutoFormat, insert, delete and modify rows and columns, merge cells, add borders to a table, and rotate a table.

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

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Unit 4 : Working with multipage publications

Topic A: Creating multipage publications

Topic B: Modifying multipage 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

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