

Microsoft®

Publisher 2003

Course Outline

Foundation Level

MICROSOFT PUBLISHER 2003

- What Is Publisher?
- Getting To Know The Publisher Environment
- Getting To Know Publisher Toolbars
- Getting Help

WORKING WITH PUBLICATIONS

- Understanding The New Publication Task Pane
- Creating A Publication From A Design Template
- Adding Personal Information
- Creating Or Opening A Publication
- Understanding The Basic File Search Task Pane
- Understanding The Research Task Pane
- Managing A Publication

DESIGNING A PAGE

- Understanding The Publication Options Task Pane
- Understanding The Publication Designs Task Pane
- Understanding The Color Schemes Task Pane
- Understanding The Font Schemes Task Pane
- Understanding The Styles And Formatting Task Pane
- Using Backgrounds

SETTING UP A PAGE

- Choosing A Page Layout
- Navigating A Page
- Using Rulers And Guides
- Working With The Master Page
- Adding Headers And Footers

USING TEXT TOOLS

- Using Text Boxes
- Using Find And Replace
- Checking Spelling
- Applying Language Options
- Using Undo And Redo
- Copying, Cutting, And Pasting
- Understanding The Clipboard Task Pane

SENDING AND PRINTING THE PUBLICATION

- Sending The Publication
- Using Print Preview
- Printing The Publication