

IT Training

Training Course Specification

Course: **Microsoft Publisher 2003 Introduction**

Duration: **One-Day**

COURSE OBJECTIVES: To give an introduction to the publishing tools and features of Microsoft Publisher.

WHO SHOULD ATTEND: People who intend to design various kinds of publications using Microsoft Publisher as the software.

EXPERIENCE NEEDED: This course assumes no previous experience of Publisher, nor of similar design applications. Delegates should have a very clear understanding of the Windows operating system however and use of a word processor would help (especially Microsoft Word).

COURSE CONTENTS:

1: Getting Started

LAYING OUT A NEW PUBLICATION
USING A TEMPLATE
THE PUBLISHER WINDOW
USING THE ZOOM TOOL
SAVING, CLOSING AND OPENING A PUBLICATION
PUBLICATIONS WITH MORE THAN ONE PAGE
USING HELP
THE OFFICE ASSISTANT
PRINTING
GETTING STARTED : A SUMMARY

2: Working from a Blank Page

OPENING A BLANK PUBLICATION
LAYOUT AND RULER GUIDES
WORKING WITH OBJECTS
THE SNAP COMMAND

3: Working with Text

WORKING WITH TEXT
CREATING A TEXT BOX
MANIPULATING TEXT BOXES
FORMATTING TEXT
ADDING PAGES TO YOUR PUBLICATION
VIEWING A TWO-PAGE SPREAD

4: Special Text Tools

CREATE WORDART
THE WORDART EFFECTS
SPECIAL EFFECTS IN WORDART
WORKING WITH TABLES
ADDING TEXT TO TABLE CELLS
TABLE ROWS AND COLUMNS