

Microsoft®

Publisher 2003

Course Outline

Foundation Level

1 Day Course



INTRODUCTION TO PUBLISHER 2003

- Boundaries and Guides
- Function keys
- Frames
- Help
- Using templates
- The working environment

TOOLBARS AND MENUS

- Accessing toolbars
- Accessing menus
- Icon meanings

PAGE LAYOUTS

- Page orientation
- Publication types
- Publication designs and templates

CREATING IMAGES AND AUTOSHAPES

- Creating line images
- Creating autoshape images
- Formatting images
- Grouping images
- Resizing images
- Using wordart

IMPORTING TEXT and FORMATTING

- Importing text from other formats
- Using auto flow
- Using and resizing text boxes
- Formatting text
- Using colours
- Using colour schemes

IMPORTING GRAPHIC IMAGES

- Importing clipart
- Importing images from file
- How to insert images to fit page
- Resizing images

DESIGNING

- Designing a simple card
- Editing and inserting images
- Editing and inserting text boxes

SAVING

- Using the Save As command
- Using Save
- Saving different file types

PRINTING A PUBLISHER DOCUMENT

- Setting up print options
- Printing to correct