

Microsoft ®

# Publisher 2003 Course Outline

Beginning Level – 6 Hours

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## **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