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G R A P H I C S / P R E S E N T A T I O N S K I L L S

Microsoft Publisher 2003

Course Introduction

Microsoft Publisher is an excellent package for people who want to create professional-looking publications such as brochures, business cards, custom letterheads, Web pages, and a variety of other publication types. This course teaches students how to use Publisher 2003 to create a variety of publications quickly and easily using some of Publishers Design Templates. Students learn to modify the design, color and font schemes, page layout, and background of a publication. Students also learn to create master pages, add and format text, WordArt, and graphics, insert hyperlinks, hotspots, and forms, as well as, manage their publications, email publications, and create and manage web sites.

Students are given ample opportunity to practice, apply, and develop their Publisher 2003 skills through the completion of hands-on tasks. A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review, to reinforce the topics learned throughout the course, and to help prepare students for the final exam.

Course Prerequisite(s)

Basic knowledge of Windows; familiarity with a word processing program

Course Aim

To provide an understanding of Microsoft Publisher in order to produce interesting and professional publications.

Of Interest to

This course will be of interest to anyone who wants to know how to use a publishing tool to create professional-looking publications.

Course Breakdown

Lesson 1:

Publisher Fundamentals; The Publisher 2003 Window; Getting Help

Lesson 2:

Categories of Publication Design Templates; Creating a Publication Using the New Publication Wizard; Modifying a Publication; Including Personal Information; Creating Publications from Existing Publications or Word Documents

Lesson 3:

Changing the Page Layout; Working with Publication Pages; Master Pages; Applying a Background

Lesson 4:

Adding Text to a Publication; Manipulating Text Boxes; Formatting Text; Formatting Characters and Paragraphs; Inserting and Formatting WordArt

Lesson 5:

Creating Drawings; Formatting Graphics; Inserting Clip Art and Pictures; Working with Design Gallery Objects; Manipulating Objects; Inserting Tables

Lesson 6:

Previewing and Printing Publications; Mailing Publications; Managing Mass Mailings

Lesson 7:

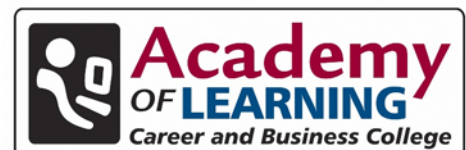
Creating a Web Site; Inserting Hyperlinks; Adding a Form; Managing Web Pages

Lab Exercise

Course Notes

Course manual provided for on-going reference.

Upon completion of the course, there is a final exam. Participants who receive 75% or higher on their exam will receive a certificate.



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