

## Publisher 2003: Level 1, 2nd Edition + CBT

**Publisher:** CourseILT

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**Course Length:** 1-day (6+ hours)

**Prerequisites:** Word 2003: Level 1

**What's in Publisher 2003: Level 1, 2nd Edition + CBT:**

This ILT Series course, rated 4.8/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Publisher 2003. Students will learn how to create a publication, adjust its page setup, enter and edit text, insert pictures, and create and modify text frames. They'll also learn how to work with multipage publications, objects, graphics, and tables, as well as how to print publications.

### Topic-Level Outline

#### Unit 1 : Getting started

*Topic A: \* Exploring the Publisher window*

A-1: Examining the Publisher window

A-2: Examining the toolbars

A-3: Opening an existing publication

A-4: Navigating pages and zooming in and out

*Topic B: \* Getting help*

B-1: Using the Type a question for help box

B-2: Using the Office Assistant

B-3: Using the Assistance Center

*Topic C: \* Closing files and closing Publisher*

C-1: Closing a file and closing Publisher

#### Unit 2 : Creating publications

*Topic A: \* Creating a publication*

A-1: Creating a new publication

A-2: Saving a publication

A-3: Editing text in a publication

*Topic B: \* Page setup options*

B-1: Using the Page Setup dialog box

B-2: Adjusting the layout guides

*Topic C: \* Working with pictures*

C-1: Deleting and inserting a picture

C-2: Moving, scaling, and arranging a picture

C-3: Inserting clip art

*Topic D: \* Working with text frames*

D-1: Creating a text frame

D-2: Deleting, resizing, and realigning text frames

#### Unit 3 : Formatting publications

*Topic A: \* Modifying text frames*

A-1: Applying a fill color to a text frame

A-2: Adjusting margins within a text frame

A-3: Connecting text frames

*Topic B: \* Formatting text*

B-1: Using character formatting options

B-2: Inserting a symbol

B-3: Using the Format Painter button

B-4: Creating a text style

*Topic C: \* Changing paragraph properties*

C-1: Changing the line spacing

C-2: Changing the paragraph spacing

*Topic D: \* Using editing tools*

D-1: Checking your spelling

D-2: Searching for and replacing text

#### Unit 4 : Working with multipage publications

*Topic A: \* Creating multipage publications*

A-1: Creating a multipage publication

*Topic B: \* Modifying multipage publications*

B-1: Setting the layout guides for a multipage publication

B-2: Inserting pages

*Topic C: \* Working with master pages*

C-1: Creating ruler guides in the background

C-2: Adding a background text

C-3: Inserting page numbers

*Topic D: \* Working with text*

D-1: Importing text from another publication

D-2: Creating columns

#### Unit 5 : Working with objects and graphics

*Topic A: \* Working with AutoShape objects*

A-1: Inserting an AutoShape object

A-2: Modifying an AutoShape object

*Topic B: \* Working with pictures*

B-1: Cropping a picture and changing its color setting

B-2: Wrapping text around a picture

B-3: Rotating and flipping an object

*Topic C: \* Working with WordArt*

C-1: Creating a WordArt object

C-2: Working with the WordArt toolbar

C-3: Working with the Format WordArt dialog box

#### Unit 6 : Working with tables

*Topic A: \* Getting started with tables*

A-1: Creating a table

A-2: Entering text in a table

A-3: Using the Fill Down and Fill Right commands

A-4: Applying a Table AutoFormat

*Topic B: \* Modifying tables*

B-1: Inserting rows and columns

B-2: Deleting rows and columns

B-3: Merging cells

*Topic C: \* Formatting tables*

C-1: Aligning text

C-2: Adjusting column width

C-3: Adding borders to a table

C-4: Rotating a table

#### Unit 7 : Printing publications

*Topic A: \* Printing publications*

A-1: Using the Print dialog box

A-2: Using the Pack and Go Wizard