

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

**Publisher:** CourseILT

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**Version:** 2

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

**Prerequisites:** Publisher 2003: Level 1, 2nd Edition

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

This ILT Series course, rated 4.8/5.0 in overall quality by ProCert Labs, builds on the concepts and skills taught in Publisher 2003: Basic. Topic coverage includes newsletters, Web site design and publication, hyperlinks, and hot spots. Students will also learn how to perform a mail merge and import data from other Office applications.

### Topic-Level Outline

#### Unit 1 : Working with newsletters

*Topic A: \* Getting started with newsletters*

- A-1: Creating a newsletter
- A-2: Examining the components of a newsletter

*Topic B: \* Modifying newsletters*

- B-1: Adding a customer address placeholder
- B-2: Changing the content layout of inside pages
- B-3: Changing the number of columns on a page
- B-4: Using the Graphics Manager task pane
- B-5: Applying a new design and changing the font scheme
- B-6: Adding pages
- B-7: Adding Continued notices

#### Unit 2 : Designing Web sites

*Topic A: \* Exploring Web sites*

- A-1: Previewing an existing Web site

*Topic B: \* Creating Web sites*

- B-1: Converting a newsletter to a Web site
- B-2: Creating a Web site by using the New Publication task pane
- B-3: Adding and deleting pages from a Web site
- B-4: Changing the page setup
- B-5: Applying a background texture
- B-6: Editing and updating a personal information set

*Topic C: \* Modifying Web sites*

- C-1: Inserting a logo and a picture
- C-2: Adding a border to a text box
- C-3: Adding background sound
- C-4: Inserting a motion clip

*Topic D: \* Working with form pages*

- D-1: Adding a preformatted form page
- D-2: Changing a page title and adding form controls
- D-3: Modifying form control properties

#### Unit 3 : Linking Web pages

*Topic A: \* Creating hyperlinks*

- A-1: Creating a text-based hyperlink
- A-2: Creating an object-based hyperlink
- A-3: Creating a button-based hyperlink

*Topic B: \* Modifying hyperlinks*

- B-1: Changing a hyperlink target
- B-2: Removing a hyperlink

*Topic C: \* Working with hot spots*

- C-1: Creating a hot spot
- C-2: Changing a hot spot's target location
- C-3: Removing a hot spot

#### Unit 4 : Publishing Web sites

*Topic A: \* Converting to HTML*

- A-1: Saving as a Web page

*Topic B: \* Understanding FTP and publishing Web sites*

- B-1: Understanding FTP
- B-2: Publishing to the World Wide Web

#### Unit 5 : Mail merge

*Topic A: \* Creating data sources*

- A-1: Creating a Publisher address list
- A-2: Editing a Publisher address list

*Topic B: \* Merging data sources with publications*

- B-1: Merging a publication with a Publisher address list

- B-2: Merging with a data source from Word

*Topic C: \* Sorting and filtering*

C-1: Sorting a recipient list

C-2: Removing individual recipients

C-3: Applying a filter

C-4: Removing a filter

*Topic D: \* Completing and canceling a merge*

D-1: Completing a merge

D-2: Canceling a merge

#### Unit 6 : Integrating with Office 2003

*Topic A: \* Importing from other applications*

A-1: Importing a Word document

A-2: Importing an Excel worksheet as an object