

## **Publisher 2003: Basic**

**1 Day**

### **Prerequisites**

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

### **Objectives**

Per the specified learning objects identified in the outline

#### **Section 1: Microsoft Publisher Basics**

##### ***Lesson 1.1: Getting To Know Microsoft Publisher***

The Publisher Environment  
The Gallery  
The Task Pane  
The Publication Window  
The Status Bar

##### ***Lesson 1.2: Opening, Saving, And Closing Publications***

Opening A File  
Save A Publication  
Save Summary Information  
Save As A Picture  
Save As A Web Page  
Making Back Up Copies  
Closing A Publication

##### ***Lesson 1.3: The Publisher Assistant***

Publisher Screen Tips  
Displaying, Hiding And Changing Your Assistant  
Using Tips Of The Day

##### ***Lesson 1.4: The Search And Research Task Panes***

Basic File Searches And Task Pane  
The Research Task Pane  
Customizing Search Files  
Adding New Sources  
Searching Online Through Publisher

##### ***Lesson 1.5: The Publisher Toolbars And Main Menu***

Main Menu  
Displaying, Hiding, And Moving Publisher Toolbars  
The Standard Toolbar  
The Formatting Toolbar  
The Connect Boxes Toolbar  
Using The Objects Toolbar  
Adding And Removing Toolbar Buttons

##### ***Lesson 1.6: Incorporating Your Personal Information Set***

Entering Personal Information  
Personal Color Schemes, Mottos, And Logos  
Editing Your Information Set

#### **Section 2: Creating Publications**

##### ***Lesson 2.1: Publisher's Task Pane And Template Galleries***

The New Publication Task Pane  
The Publication Template Galleries  
Publisher's Templates  
Choosing Templates By Publication Type  
Choosing Templates By Design Sets  
Choosing Templates By Web Site And E-Mail  
Choosing Templates By Blank Publications

##### ***Lesson 2.2: Creating Publications***

Create And Open Publications From Existing Publications  
Creating A Publication From A Template  
Incorporating Word Documents

## **Publisher 2003: Basic**, continued

### ***Lesson 2.3: Publication Options And The Publication Task Pane***

- Displaying And Incorporating Publication Options
- Displaying And Incorporating Designs
- Resetting Publication Designs

### ***Lesson 2.4: Color And Background Schemes***

- Creating Your Own Color Scheme
- Applying Color Schemes And Removing Custom Color Schemes
- Creating Backgrounds

## **Section 3: Working With Page Layouts**

### ***Lesson 3.1: Page Layouts***

- Changing Layouts Based On Publication Type
- Changing Page Size And Orientation
- Inserting Pages And Template Pages
- Incorporating Sections
- Navigating Between Pages
- Displaying A Two Page Spread
- Using Zoom Options

### ***Lesson 3.2 Working With Rulers And Guides***

- Using Rulers And Ruler Guides
- Showing And Moving Ruler Guides
- Moving Ruler Locations
- Understanding A Ruler's Zero Point
- Using And Showing Baseline Guides
- Using Grid Guides
- Adjusting Grid Guides
- Modifying Margin Guides
- Viewing Mirrored Page Layout

### ***Lesson 3.3: Headers And Footers***

- Inserting Headers And Footers
- Adding Page Numbers
- The Header And Footer Toolbar

## **Section 4: Working With Font And Text**

### ***Lesson 4.1: Font Schemes And Text Styles***

- Font Schemes
- Font Schemes Task Pane
- Displaying And Incorporating Font Schemes
- Duplicating, Renaming, And Deleting Font Schemes
- The Styles And Formatting Task Pane
- Incorporating Text Styles With The Styles And Formatting Task Pane
- Importing Text Styles
- Creating New Text Styles
- Modifying, Renaming, And Removing Text Styles

### ***Lesson 4.2: Incorporating WordArt***

- Inserting WordArt
- Resize, Move And Rotate WordArt
- Editing WordArt Text
- Changing The WordArt Style
- WordArt Shapes
- WordArt Wrapping Style
- Modify WordArt Character Spacing

### ***Lesson 4.3: Working With Text Boxes***

- Inserting Text Boxes
- Auto Fitting A Text Box
- Resize, Move And Rotate Text Boxes
- Add Columns To A Text Box
- Aligning Text Within The Text Box
- Changing Text Box Margins
- Other Formatting Text Box Options
- Connecting/Linking And Breaking Text Boxes
- Deleting Text Boxes

### ***Lesson 4.4: Working With Text***

- Adjust Kerning, Tracking And Scaling
- Adjust Line Spacing
- Indenting Paragraphs
- Adjusting Bullets And Numbering
- Adding Tabs And Drop Caps
- Utilizing The Format Painter

## **Publisher 2003: Basic**, continued

### **Section 5: Working With Text Tools**

#### ***Lesson 5.1: Working With Text Tools***

- Adding, Finding And Replacing Text
- Using Spell Check
- Setting Spell Check Options
- Autocorrect Options

#### ***Lesson 5.2: Publisher Language Options***

- Setting Language Options
- Making Use Of The Thesaurus
- Using Hyphenation

#### ***Lesson 5.3: Copy, Cut And Paste***

- Copying Objects And Text
- Cutting Objects And Text
- Pasting Objects And Text
- Using The Clipboard
- Changing Clipboard Options

### **Section 6: Executing Your Presentation**

#### ***Lesson 6.1: Sending A Publication Via E-Mail***

- Sending A Page As A Message
- Sending A Publication As An Attachment
- Zipping Files
- E-Mail Preview

#### ***Lesson 6.2: Preview And Print Options***

- Using Print Preview
- Viewing Pages
- Zooming In And Out
- The Print Dialog Box
- Viewing And Selecting A Printer
- Adjusting Printing Properties
- Modifying The Print Range
- Adjusting The Number Of Copies To Be Printed
- Printing The Publication