

Publisher 2003: Advanced

1 Day

Prerequisites

- MS Publisher 2003 Intermediate or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Customizing Publisher 2003

Lesson 1.1: Customizing Publisher 2003

The Options Dialog Box
General Options
Editing Options
User Assistance Options
Printing Options
Saving Options

Lesson 1.2: Customizing Publisher's Toolbars

Toolbar Customization Options
Create Custom Toolbars
Adding And Removing Commands
Reset, Rename And Delete Toolbars

Section 2: Publisher And The World Wide Web

Lesson 2.1: Converting Publications

Convert A Print Publication To A Web Publication
Convert A Web Publication To A Print Publication

Lesson 2.2: Creating A Web Site

Selecting Web Site Designs
Selecting Navigation Options
Inserting Web Pages And Adding Forms

Lesson 2.3: Incorporating Hyperlinks

Inserting Hyperlinks
Link To Another Publication Page
Link To A Web Page Or Existing File
Link To A New File
Link To An E-Mail Address
Modify And Remove Hyperlinks

Section 3: More On Creating Web Sites

Lesson 3.1: Hot Spots

Adding Hot Spots
Resizing And Moving Hot Spots

Lesson 3.2: Web Form Controls

The Form Controls Toolbar
Attaching Single And Multi-Line Text Boxes
Inserting A Check Box And Option Button
Attaching A Submit And Reset Button
Attaching A List Box
Modifying Form Properties

Lesson 3.3: Designing Your Web Page

Setting The Width Of A Web Page
Modifying Web Page Text Colors For Hyperlinks
Apply Background Color And Texture To A Web Page Background
Apply Sound And Animated Clips
Incorporating And Adding Html Code Fragments
Applying The Same Text To All Browsers

Lesson 3.4: Managing Your Web Page

Web Options
Previewing Your Web Page
Publish A Web Site
Updating A Web Page

Publisher 2003: Advanced, continued

Section 4: Speech And Handwriting Recognition

Lesson 4.1: Installation And Settings

- Setting It Up
- The Language Toolbar
- Speech And Handwriting Settings

Lesson 4.2: Speech And Handwriting Recognition

- Install And Train Speech Recognition
- Speech Options And Advanced Settings
- The Handwriting Toolbar
- The Onscreen Keyboard And Symbol Keyboard
- Change Handwriting Options

Section 5: More Publisher Features

Lesson 5.1: Creating Catalogue Merges

- Understanding Catalogue Merges
- The Merge Wizard
- Including Photos
- Selecting The Data Source
- Setting Up The Page And Data Fields
- Previewing The Catalogue Merge
- Completing The Merge

Lesson 5.2: Master Pages

- Viewing And Creating Master Pages
- The Master Page Editing Toolbar
- Sending Objects To The Master Page
- Single And Two-Page Master Pages
- Apply A Master Page To Separate Pages Of A Two Page Spread
- Apply A Master Page To A Variety Of Pages