



Roade IT Training

The Roade to Successful IT Training
Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Publisher 2003

Overview

The skills and knowledge gained on this course are sufficient to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Target Audience

This course is primarily aimed at people who need to learn how to use Microsoft® Publisher 2003 to create, layout, and edit publications.

Objectives

At the completion of this course participants will be able to:

- create a one-page publication.
- modify a publication's layout and structure.
- edit content in a publication.
- format text.
- format pictures.
- identify the options for distributing a publication

Prerequisites

This course assumes a basic understanding of Microsoft Windows and Microsoft Word

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £350. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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Course Contents

- 1 Creating a Basic Publication**
 - a) Examine the Publisher Environment
 - b) Create a Publication from a Publication Design
 - c) Replace Design Object Placeholders
 - d) Save a Publication
 - e) Create a Blank Publication
 - f) Display Ruler Guides
 - g) Add Text
 - h) Insert a Picture from a File
- 2 Modifying a Publication's Layout and Structure**
 - a) Insert and Delete Pages
 - b) Insert a Text File
 - c) Size Text Boxes and Picture Frames
 - d) Move Text Boxes and Picture Frames
 - e) Connect Text Boxes
 - f) Divide Text Boxes into Columns
 - g) Move a Page
 - h) Create and Use a Master Page
- 3 Editing Content in a Publication**
 - a) Edit Text in a Publication
 - b) Research Information
 - c) Find and Replace Text
 - d) Check Spelling
- 4 Formatting a Publication**
 - a) Format Text
 - b) Apply Schemes
 - c) Insert Symbols
 - d) Indent Paragraphs
 - e) Change Spacing Between Paragraphs
 - f) Control Paragraph Flow
 - g) Create Paragraph Styles
 - h) Format Text Boxes
- 5 Formatting Pictures in a Publication**
 - a) Format Picture Frames
 - b) Crop a Picture
 - c) Wrap Text Around a Picture
 - d) Insert WordArt
 - e) Insert a Design Gallery Object
- 6 Preparing a Publication for Distribution**
 - a) Check the Design of a Publication
 - b) Verify Pictures
 - c) Create a Newsletter to Email
 - d) Create a Web Page
 - e) Publish a Web Site
 - f) Preview and Print a Publication
 - g) Templates