



Microsoft Publisher 2003 Course Outline

Section 1 - Overview of Publisher

- What Is Publisher?
- Starting Publisher
- Quick Publications
- Design Sets
- Screen Elements
- Personal Information
- User Options
- Getting Help

Section 2 - Working with Frames

- Creating Flyers
- Task Pane
- Saving Publications
- Frames Overview
- Zoom
- Text Frame
- Picture Frame
- Special Text Frames
- Deleting Objects
- Inserting Word Art Frames
- Sizing Pictures
- Printing Flyers

Section 3 - Working with Shapes

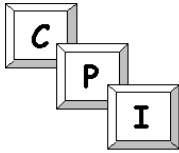
- Creating Blank Publications
- Moving and Deleting Objects
- Drawing AutoShapes
- Fill Color, Pattern and Texture
- Layering and Aligning Objects
- Copying Shapes

Section 4 - Creating and Using Templates

- Creating Templates
- Changing the Logo Frame
- Formatting Text
- Aligning Frames
- Watermarks
- Using and Editing Templates

Section 5 - Tables and Styles

- Creating Calendars
- Keyboard and Mouse Techniques
- Inserting Text into Tables
- Splitting Cells
- Adding Color to Cells
- Adding Text Frames
- Adding Clip Art
- Working with Styles



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Section 6 - Tri-Fold Brochures

- Brochure Set-Up
- Editing Brochures
- Design Elements
- Back Panel
- Logos and Placeholders
- Formatting the Inside
- Drop Cap
- Digital Images
- Border Art

Section 7 - Postcards

- Creating Postcards
- Post Card Options Task Pane
- Editing the Information Side
- Editing the Address Side

Section 8 - Newsletters

- Newsletter Set-Up
- Two-Page Newsletters
- Graphic and Caption Text Box
- Controlling Text Flow
- Adding Text

Appendix - Design and Printing Hints

- Three Basics of Good Design
- Final Checklist for Mass Production