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## **Publisher 2003 - Level 1**

### **Duration:**

Instructor-led Classroom Learning - 1.00 Day(s)  
Mentored Learning - Flexible

### **Overview:**

In this course, students will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

### **Who Should Attend:**

This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2003 to create, layout, and edit publications.

### **At Course Completion:**

Upon successful completion of this course, students 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.

### **Prerequisite(s) or equivalent knowledge:**

Windows 2000 – Level 1  
Windows XP (New Version) – Level 1

### **Outline:**

#### **Lesson 1: Creating a Basic Publication**

- Examine the Publisher Environment
- Create a Publication from a Publication Design
- Replace Design Object Placeholders
- Save a Publication
- Create a Blank Publication
- Display Ruler Guides
- Add Text
- Insert a Picture from a File

#### **Lesson 2: Modifying a Publication's Layout and Structure**



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Insert and Delete Pages  
Insert a Text File  
Size Text Boxes and Picture Frames  
Move Text Boxes and Picture Frames  
Connect Text Boxes  
Divide Text Boxes into Columns  
Move a Page  
Create and Use a Master Page

### **Lesson 3:** Editing Content in a Publication

Edit Text in a Publication  
Research Information  
Find and Replace Text  
Check Spelling

### **Lesson 4:** Formatting a Publication

Format Text  
Apply Schemes  
Insert Symbols  
Indent Paragraphs  
Change Spacing Between Paragraphs  
Control Paragraph Flow  
Create Paragraph Styles  
Format Text Boxes

### **Lesson 5:** Formatting Pictures in a Publication

Format Picture Frames  
Crop a Picture  
Wrap Text Around a Picture  
Insert WordArt  
Insert a Design Gallery Object

### **Lesson 6:** Preparing a Publication for Distribution

Check the Design of a Publication  
Verify Pictures  
Create a Newsletter to Email  
Create a Web Page



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Publish a Web Site  
Preview and Print a Publication  
Templates