

PUBLISHER 2003: LEVEL 1

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course teaches the basic functions and features of Publisher 2003. Students will learn how to create a publication, adjust its page setup, enter and edit text, insert pictures, and create and modify text frames. They'll also learn how to work with multipage publications, objects, graphics, and tables, as well as how to print publications.

Table of Contents:

Unit 1: Working with newsletters

Topic A: Getting started with newsletters

Topic B: Modifying newsletters

Unit 2: Designing Web sites

Topic A: Exploring Web sites

Topic B: Creating Web sites

Topic C: Modifying Web sites

Topic D: Working with form pages

Unit 3: Linking Web pages

Topic A: Creating hyperlinks

Topic B: Modifying hyperlinks

Topic C: Working with hot spots

Unit 4: Publishing Web sites

Topic A: Converting to HTML

Topic B: Understanding FTP and publishing Web sites

Unit 5: Mail merge

Topic A: Creating data sources

Topic B: Merging data sources with publications

Topic C: Sorting and filtering

Topic D: Completing and canceling a merge

Unit 6: Integrating with Office 2003

Topic A: Importing from other applications

Objectives:

-Start and close the program, open, navigate, and close a publication, zoom in and out, and use the various Help options.

-Create, save and edit text in a publication, adjust a publication page setup and work with text frames.

-Modify text frames, format text, create a text style, modify paragraph properties, check spelling, and search for and replace text.

-Create and modify multipage publications, insert pages, work with master pages, import text, and create columns.