

# MS Publisher 2003 Introduction

## A One-Day Training Course

### Course Aims

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Delegates will get the most out of this one day course if their goal is to become proficient using Publisher 2003 to create publications, format text, insert graphics, create tables, and perform other basic-level tasks.

### Course Outline

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#### *Getting started with Publisher 2003*

- Exploring the Publisher window
- Getting Help
- Closing files and closing Publisher

#### *Creating publications*

- Creating publications
- Page setup options
- Working with text frames
- Working with pictures

#### *Formatting publications*

- Formatting text
- Changing paragraph properties
- Using editing tools

#### *Working with multi-page publications*

- Creating multi-page publications
- Modifying multi-page publications
- Working with master pages
- Working with text

#### *Working with objects and graphics*

- Working with AutoShape objects
- Working with pictures
- Working with WordArt

#### *Working with tables*

- Getting started with tables
- Modifying tables
- Formatting tables

#### *Printing publications*

- Printing publications

### Target Audience

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New or intending users of Publisher 2003 who want to gain a good understanding of the software in a short space of time.

### Assumed Knowledge

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Delegates should be familiar with PCs and the use of a keyboard and mouse. Delegates should also be proficient users of the Windows 95 (or later) operating system