



Publisher 2003

Course Outline



Course Synopsis:	Publication Basics; Creating a Publication; Navigating in Publisher; Using Frames and Objects; Working with the Background; Using Text; Inserting Pictures and Objects; Enhancing the Publication; Printing the Publication
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Publisher 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	You're starting Microsoft® Publisher 2003, which is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructors have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

The Fundamentals

- Starting Publisher
- What's New In Publisher 2003?
- Understanding the Publisher 2003 Program Screen
- Opening a Publication
- Entering Personal Information
- Viewing a Publication
- Moving Around in a Publication
- Saving and Closing a Publication
- Previewing and Printing a Publication
- Getting Help
- Changing the Office Assistant and Using the Help Buttons

Creating a Publication

- Planning a Publication
- Creating a Publication by Type
- Creating a Publication from a Design Set
- Creating a Blank Publication
- Inserting, Importing, and Deleting Text
- Inserting and Deleting Pages

Working with Text

- Using Bold and Italics
- Changing Font Type, Size, and Color
- Using the Font Dialog Box
- Using the Format Painter
- Working with Bulleted and Numbered Lists
- Working with Tabs
- Indenting Paragraphs
- Changing Paragraph Alignment and Line Spacing
- Adjusting Character Spacing
- Inserting a Drop Cap
- Using Undo and Redo
- Check Your Spelling

Formatting Your Publication

- Thinking About Publication Design
- Working with Color Schemes
- Working with Font Schemes
- Changing the Background of a Publication
- Using Layout Guides
- Using Ruler Guides
- Working with Headers and Footers
- Creating a Master Page
- Using the Design Gallery
- Using the Design Checker

Drawing and Working with Shapes and Images

- Drawing on Your Pages
- Adding and Formatting Text Boxes
- Linking Text Boxes and Adding Continued Notices
- Resizing, Moving, Copying, and Deleting Objects
- Formatting Objects
- Inserting Clip Art
- Inserting and Formatting Pictures
- Text Wrapping
- Inserting WordArt
- Drawing AutoShapes
- Aligning and Grouping Objects
- Flipping and Rotating Objects
- Applying Shadows and 3D Effects
- Layering Objects

Other Features

- Using the Pack and Go Wizard
- Editing a Story in Microsoft Word
- Hiding, Displaying, and Moving Toolbars
- Customizing Publisher's Toolbars
- Paper Folding Projects
- Customizing Publisher's Default Options