



Microsoft® Publisher 2003: Level 1

Course Objective: You will create, manage, revise, and distribute publications.

Performance Based Objectives

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.

Course Content

Lesson 1: Creating a Basic Publication

Topic 1A: Examine the Publisher Environment
Topic 1B: Create a Publication from a Publication Design
Topic 1C: Replace Design Object Placeholders
Topic 1D: Save a Publication
Topic 1E: Create a Blank Publication
Topic 1F: Display Ruler Guides
Topic 1G: Add Text
Topic 1H: Insert a Picture from a File

Lesson 2: Modifying a Publication's Layout and Structure

Topic 2A: Insert and Delete Pages
Topic 2B: Insert a Text File
Topic 2C: Size Text Boxes and Picture Frames
Topic 2D: Move Text Boxes and Picture Frames
Topic 2E: Connect Text Boxes
Topic 2F: Divide Text Boxes into Columns
Topic 2G: Move a Page
Topic 2H: Create and Use a Master Page

Lesson 3: Editing Content in a Publication

Topic 3A: Edit Text in a Publication
Topic 3B: Research Information
Topic 3C: Find and Replace Text
Topic 3D: Check Spelling

Lesson 4: Formatting a Publication

Topic 4A: Format Text
Topic 4B: Apply Schemes
Topic 4C: Insert Symbols

Topic 4D: Indent Paragraphs

Topic 4E: Change Spacing Between Paragraphs

Topic 4F: Control Paragraph Flow

Topic 4G: Create Paragraph Styles

Topic 4H: Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

Topic 5A: Format Picture Frames

Topic 5B: Crop a Picture

Topic 5C: Wrap Text Around a Picture

Topic 5D: Insert WordArt

Topic 5E: Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

Topic 6A: Check the Design of a Publication

Topic 6B: Verify Pictures

Topic 6C: Create a Newsletter to Email

Topic 6D: Create a Web Page

Topic 6E: Publish a Web Site

Topic 6F: Preview and Print a Publication

Topic 6G: Templates

Appendix A: Computers and Computing: Basic Skills