

Training Course Specification

Course: Microsoft Publisher 2003 Introduction

Duration: One-Day

COURSE OBJECTIVES: To give an introduction to the publishing tools and features of Microsoft Publisher.

WHO SHOULD ATTEND: People who intend to design various kinds of publications using Microsoft Publisher as the software.

EXPERIENCE NEEDED: This course assumes no previous experience of Publisher, nor of similar design applications. Delegates should have a clear understanding of the Windows operating system and preferably a word processing application.

COURSE CONTENTS:

Getting started

- Laying out a new publication
- Using a template
- The publisher window
- Using the zoom tool
- Saving, closing and opening a publication
- Publications with more than one page
- Using help and the office assistant
- Printing

Working with text

- Working with text
- Creating a text box
- Manipulating text boxes
- Formatting text
- Adding pages to your publication
- Viewing a two-page spread

Working from a Blank Page

- Opening a Blank Publication
- Layout and Ruler Guides
- Working with Objects
- The Snap Command

Special Text Tools

- Create WordArt
- The WordArt Effects
- Special Effects in WordArt
- Working with Tables
- Adding Text to Table Cells
- Table Rows and Columns

Related Courses

Microsoft Publisher 2003 Level 2

For further information please contact Sue Parsons Training:

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