

Publisher 2003 – Level 1 Outline

TABLE OF CONTENTS

PUBLISHER 2003 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN PUBLISHER 2003?

LESSON 1 - PUBLISHER BASICS

1.1 UNDERSTANDING PUBLISHER

1.2 STARTING PUBLISHER

1.3 CREATING A NEW PUBLICATION

1.4 THE PUBLISHER ENVIRONMENT

1.5 USING THE TASK PANE

1.6 USING THE MENU BAR

1.7 USING TOOLBARS

1.8 SAVING & CLOSING A NEW PUBLICATION

1.9 OPENING AN EXISTING PUBLICATION

1.10 GETTING HELP

1.11 USING THE OFFICE ASSISTANT

LESSON SUMMARY – PUBLISHER BASICS

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH PAGES

2.1 NAVIGATING PAGES

2.2 CHANGING PAGE VIEWS

2.3 ADDING MARGIN GUIDES

2.4 ADDING GRID GUIDES

2.5 ADDING RULER GUIDES

2.6 SNAPPING OBJECTS TO GUIDES & GRIDS

2.7 ADDING AND DELETING PAGES

2.8 MODIFYING PAGE LAYOUT

2.9 CHOOSING THE PRINTER & PAPER SIZE

2.10 PRINTING A PUBLICATION

2.11 INSERTING & MODIFYING PAGE NUMBERS

LESSON SUMMARY – WORKING WITH PAGES

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH TEXT FRAMES

3.1 CREATING A TEXT FRAME

3.2 ENTERING TEXT INTO A FRAME

3.3 MOVING AND RESIZING FRAMES

3.4 ADDING FILL TO A FRAME

3.5 ADDING BORDERS TO A FRAME

- 3.6 ADDING BORDERART
 - 3.7 IMPORTING TEXT INTO A FRAME
 - 3.8 CONNECTING FRAMES
 - 3.9 USING AUTOFLOW TO CONNECT FRAMES
 - 3.10 ADDING CONTINUATION NOTICES
- LESSON SUMMARY – WORKING WITH TEXT FRAMES
LAB 3 – ON YOUR OWN

LESSON 4 - EDITING & FORMATTING TEXT

- 4.1 SELECTING TEXT
 - 4.2 REARRANGING TEXT
 - 4.3 CHANGING THE FONT & FONT SIZE
 - 4.4 CHANGING TEXT COLOR
 - 4.5 USING THE FONT DIALOG BOX
 - 4.6 USING UNDO AND REDO
 - 4.7 USING FORMAT PAINTER
 - 4.8 FINDING AND REPLACING TEXT
 - 4.9 CHECKING SPELLING
 - 4.10 ADDING A DROP CAP
- LESSON SUMMARY – EDITING & FORMATTING TEXT
LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH PARAGRAPHS

- 5.1 ALIGNING TEXT IN PARAGRAPHS
 - 5.2 ADJUSTING LINE SPACING
 - 5.3 ADJUSTING SPACING BETWEEN PARAGRAPHS
 - 5.4 INDENTING PARAGRAPHS
 - 5.5 SETTING TAB STOPS
 - 5.6 CHANGING TAB STOPS
 - 5.7 SETTING TABS USING THE TABS DIALOG BOX
 - 5.8 CREATING A HANGING INDENT
 - 5.9 CREATING A BULLETED LIST
 - 5.10 CREATING A NUMBERED LIST
- LESSON SUMMARY – WORKING WITH PARAGRAPHS
LAB 5 – ON YOUR OWN

LESSON 6 - WORKING WITH IMAGES & OBJECTS

- 6.1 INSERTING AN IMAGE
- 6.2 RESIZING IMAGES
- 6.3 CROPPING IMAGES
- 6.4 ADDING A BORDER AROUND AN IMAGE
- 6.5 ADJUSTING BRIGHTNESS & CONTRAST
- 6.6 WRAPPING TEXT AROUND IMAGES
- 6.7 INSERTING CLIP ART
- 6.8 USING DRAWING TOOLS
- 6.9 INSERTING AND MODIFYING WORDART

- 6.10 WORKING WITH AUTOSHAPES
 - 6.11 GROUPING OBJECTS
 - 6.12 LAYERING OBJECTS
 - 6.13 ROTATING OBJECTS
 - 6.14 USING THE DESIGN GALLERY
 - 6.15 ALIGNING OBJECTS
- LESSON SUMMARY – WORKING WITH IMAGES & OBJECTS
LAB 6 – ON YOUR OWN

LESSON 7 - WORKING WITH TABLES

- 7.1 CREATING A TABLE
 - 7.2 ENTERING TEXT INTO A TABLE
 - 7.3 INSERTING ROWS AND COLUMNS
 - 7.4 FORMATTING ROWS AND COLUMNS
 - 7.5 DELETING ROWS AND COLUMNS
 - 7.6 ADJUSTING COLUMN WIDTH & ROW HEIGHT
 - 7.7 MERGING AND SPLITTING CELLS
 - 7.8 ADDING GRIDLINES TO A TABLE
- LESSON SUMMARY – WORKING WITH TABLES
LAB 7 – ON YOUR OWN

INDEX