

# Publisher 2003

## Introduction to Publisher

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### Synopsis:

This module covers basic features used in Microsoft Publisher 2003. Students will learn how to explore Publisher, get help, and create new publications. Tasks also include learning how to use basic publication skills, Personal information, the Research task pane, and text tools; change publication design; enhance publication text; and print, send, and package.

### Prerequisites:

An understanding of Windows XP

### Objectives:

- Explore Publisher
- Get help
- Create a new publication
- Use basic publication skills
- Use Personal Information
- Change publication design
- Enhance publication text
- Use text tools
- Use the Research task pane
- Print, send, and package

### This module includes:

#### Exploring Publisher

- Starting Publisher
- Using the Publisher window
- Using menu commands
- Displaying and hiding a toolbar
- Moving and resizing a toolbar
- Displaying hidden toolbar buttons
- Using the task pane
- Setting interface options
- Exiting Publisher

#### Getting Help

- Using Microsoft Publisher Help
- Using the Publisher Help task pane
- Using Type a question for help
- Controlling online content settings
- Working with online help
- Displaying/Hiding the Office Assistant
- Finding an answer
- Changing Office Assistant options

#### Creating a New Publication

- Opening the New Publication task pane
- Using the New Publication task pane
- Using a Publication Type wizard
- Saving a publication
- Closing a publication
- Using a Web Site or E-mail wizard
- Using a Design Set wizard
- Using a Blank Publication Type wizard
- Opening an existing publication
- Using an existing publication

#### Using Basic Publication Skills

- Magnifying a publication
- Navigating and viewing multiple pages
- Adding text to a text box
- Moving an object
- Resizing an object
- Using Undo and Redo
- Using the layout guides

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- Hiding and displaying layout guides
- Moving the rulers
- Creating and clearing ruler guides

### **Using Personal Information**

- Editing Personal Information
- Adding a logo to Personal Information
- Inserting Personal Information

### **Changing Publication Design**

- Modifying a publication
- Using the Publication Options task pane
- Using the Publication Designs task pane
- Using the Color Schemes task pane
- Using the Font Schemes task pane
- Using the Page Content task pane
- Using Suggested Verses
- Formatting a blank publication
- Importing a Word document

### **Enhancing Publication Text**

- Displaying and hiding special characters
- Changing the font
- Changing the font size
- Changing font style and effect
- Changing the font color
- Changing text alignment
- Adding and removing bullets
- Creating a numbered list
- Modifying bulleted and numbered lists
- Creating custom bullets
- Modifying line and paragraph spacing
- Setting paragraph breaks
- Using the Format Painter
- Adding Horizontal Rules to a paragraph
- Using the Styles and Formatting task pane
- Creating a new text style

### **Using Text Tools**

- Checking spelling as you type
- Running a spelling check
- Controlling hyphenation
- Finding and replacing text

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### **Exploring the Research Task Pane**

- Opening the Research task pane
- Adding research services
- Using the Thesaurus to look up synonyms
- Using the Thesaurus to look up antonyms
- Translating text
- Searching for information

### **Printing, Sending, and Packaging**

- Previewing a publication
- Printing a publication
- Using advanced print options
- Sending a publication by e-mail
- Using the Design Checker
- Selecting page setup options
- Using the Pack and Go wizard

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## Enhancing a Publication

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### Synopsis:

This module covers the advanced features of Microsoft Publisher 2003. Students will learn how to work with drawing objects, format objects, and use graphic images and text boxes. Tasks also include customizing publications and using tables and mail merge.

### Prerequisites:

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### Objectives:

- Work with drawing objects
- Format objects
- Use graphic images
- Use text boxes
- Customize publications
- Use tables
- Use mail merge

### Working with Drawing Objects

- Working with objects
- Using the Objects toolbar
- Drawing an enclosed object
- Drawing a line
- Sizing and positioning objects
- Drawing AutoShapes
- Adding text to an object
- Creating a WordArt object
- Using the WordArt toolbar

### Formatting Objects

- Changing the fill color of an object
- Formatting lines and borders
- Using additional line formatting
- Using BorderArt
- Working with layers
- Selecting multiple objects
- Grouping objects
- Deleting an object
- Rotating and flipping objects

### Using Graphic Images

- Working with graphics
- Using the Insert Clip Art task pane
- Inserting clips with Clip Organizer
- Organizing clips
- Inserting a picture
- Cropping a picture
- Changing text wrapping
- Recoloring a clip or picture
- Using the Design Gallery
- Using a smart object wizard
- Saving a graphic to a picture file

### Using Text Boxes

- Creating a text box
- Working with connected text boxes
- Connecting text boxes
- Disconnecting text boxes
- Deleting text from the overflow area
- Creating columns in a text box
- Moving and copying text

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- Using the Paste Options button
- Using the Clipboard task pane
- Importing text from Word
- Disabling automatic copyfitting

### **Customizing Publications**

- Working with custom publications
- Using the Master page
- Using headers and footers
- Inserting automatic page numbering
- Ignoring the master for a page
- Creating multiple Master pages
- Editing a Master page
- Adding pages
- Deleting pages
- Inserting sections
- Adding a background fill to a page
- Customizing a color scheme
- Saving a custom template
- Using a template to create a publication
- Deleting a custom template

### **Using Tables**

- Creating a table
- Resizing columns and rows
- Selecting columns and rows
- Inserting columns and rows
- Deleting columns and rows
- Merging cells in a table

### **Using Mail Merge**

- Working with Mail Merge
- Creating a Publisher address list
- Entering records into an address list
- Saving a Publisher address list
- Using the Mail Merge Wizard
- Attaching a data source
- Inserting merge field codes
- Previewing merged data
- Merging to the printer