

# Microsoft® Publisher 2003: Level 1

## 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**

## Course Specifications

Course number: 084119  
Software: Microsoft® Office Publisher 2003  
Course length: 1.0 day(s)

## Course Description

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.

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

**Target Student:** This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2003 to create, layout, and edit publications.

**Prerequisites:** This course assumes that you are familiar with using personal computers and word processing. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs, navigate to information stored on the computer; manage files and folders; and select text. One of the following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system. 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A floppy-disk drive.

- A CD-ROM drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

## **Platform Requirements**

- Windows 2000 or XP (This course was written and developed using Windows XP. The class setup may be slightly different if using Windows 2000).

## **Software Requirements**

- Windows XP Professional with Service Pack 1a or later or Windows 2000 Professional with Service Pack 4 or later.
- Microsoft Office Professional Edition 2003.
- An installed print driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)

## **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.