

# MA Publisher 2003 Module 1

**Duration:** 1 Day Using Watsonia manual INF423

**Outcome:** At the completion of this course participants will be able to:

- start, navigate, and generally work with Microsoft Publisher
- understand concepts essential to the use of Publisher
- work with objects and frames in a publication
- working with text in a publication
- enhance the text in a publication
- enhance text using text styles
- use tabs and create bulleted and numbered lists
- create and work with tables
- perform a mail merge in Microsoft Publisher
- create drawings
- create WordArt objects
- create stationery using Microsoft Publisher
- use layout and page techniques to enhance publications
- understand the concepts and techniques required for general computer usage.

**Prerequisites** This publication assumes no prior knowledge of Microsoft Publisher. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

**Content:**

- **Publisher 2003 Orientation**
  1. Overview Of Publisher 2003
  2. Starting Publisher
  3. Understanding The New Publication Task Pane
  4. Using The New Publication Task Pane
  5. Viewing The New Publication Task Pane
  6. The Publisher 2003 Screen
  7. Understanding Menus
  8. Working With Menus
  9. Publisher 2003 Toolbars
  10. Working With Toolbars
  11. Exiting From Publisher
- **Publisher Essentials**
  1. Creating A Personal Information Set
  2. Understanding Publications For Print
  3. Creating A Publication For Print
  4. Saving A Publication
  5. Using Print Preview
  6. Printing A Publication
  7. Closing A Publication
  8. Opening An Existing Publication
  9. Navigating Between Pages

- **Objects & Frames**
  1. Tips For Planning A Publication
  2. Building Blocks of Publications
  3. Understanding Design Sets
  4. Creating A Calendar By Design
  5. Deleting Objects & Frames
  6. Resizing Objects & Frames
  7. Moving Objects & Frames
  8. Nudging Objects & Frames
  9. Grouping Objects & Frames
  10. Layering Objects
  11. Inserting A Picture Frame
  12. Aligning Frames & Objects
  13. Fill Effects In Frames
- **Text**
  1. Creating A Text Box
  2. Formatting Text
  3. Applying Colour To Text
  4. Text Alignment In A Text Box
  5. Importing Text
  6. Wrapping Text
  7. Checking Spelling
- **Text Techniques**
  1. Text Columns
  2. Using Baseline Guides
  3. Paragraph Spacing
  4. Linking Text Boxes
  5. Drawing Text Boxes Accurately
  6. Text Box Margins
  7. Hyphenation
- **Text Styles**
  1. Creating Text Styles
  2. Applying Text Styles
  3. Modifying A Style
  4. Creating A Style By Example
  5. Changing A Style By Example
- **Tabs & Lists**
  1. Overview of Tabs & Lists
  2. Creating Tabs
  3. Creating Leader Tabs
  4. Creating Bulleted Lists
  5. Creating Numbered Lists
- **Tables**
  1. Creating A Table
  2. Entering Text In A Table
  3. Changing Font Size In Tables
  4. Changing Row Heights
  5. Changing Column Widths
  6. Applying Borders To A Table

7. Applying Shading To A Table
  8. Aligning And Indenting In Tables
  9. Merging Cells In A Table
  10. Applying BorderArt To Tables
  11. Working With Cell Borders
  12. Inserting Table Rows
- **Mail Merge**
    1. Creating A Data Source
    2. Creating A Mail Merge Publication
    3. Showing Merge Results
    4. Sorting A Merge
    5. Filtering Data
    6. Merge Printing
    7. Cancelling A Filter
  - **Drawing**
    1. Creating AutoShapes
    2. Copying And Moving AutoShapes
    3. Formatting AutoShapes
    4. Drawing Lines
    5. Formatting Lines
    6. Ordering Objects
    7. Grouping Objects
    8. Using The Design Gallery
  - **WordArt**
    1. Creating WordArt
    2. Formatting WordArt
    3. Adjusting Shadows in WordArt
    4. Using AutoShapes With WordArt
    5. Creating WordArt From Existing Text
    6. Centring And Spacing WordArt
  - **Stationery & Page Orientation**
    1. Portrait & Landscape
    2. Setting Up Envelopes
    3. Setting Up Labels
    4. Setting Up Folded Cards
  - **Layout & Page Techniques**
    1. Understanding Blank Publications
    2. Creating A Blank Publication
    3. Creating Grid Guides
    4. Moving Grid Guides
    5. Inserting & Deleting Pages
    6. Creating Headers
    7. Creating Left & Right Master Pages
    8. Creating Page Numbers & Footers
    9. Creating A Template
    10. Using A Template
  - **General Computer Usage**
    1. Obtaining Help - In Print Form
    2. Obtaining Help - On Screen

3. Disabling The Office Assistant
4. Using Help Contents - Publisher
5. Using Search Results - Publisher
6. Set Up Ergonomic WorkStations
7. Rests Breaks And Exercises
8. Minimising Paper Wastage
9. Backup Procedures
10. Electronic File Management
11. Maintaining A Printed File Register