

Publisher 2003 is Microsoft's tool for creating materials for print, Web or email publishing. The Publisher 2003 training course provides a convenient, affordable, effective way to learn how to design and publish newsletters, Web pages, marketing collateral and other materials with Publisher 2003. Expert instructor Erin Olsen starts at the beginning and moves step by step through the skills you need to get professional looking publishing results. At the conclusion of this course, you'll feel comfortable using Publisher 2003 to complete your own publishing projects.

Session 1

Section A: Introduction

- Publisher Interface
- Understanding the Interface
- Using Zoom
- Select, Move & Sizing
- The Help System

Section B: New Publications

- Design Gallery
- Websites & Email
- Using Design Sets
- Blank Publications
- Using the Wizard
- Selecting a Design
- Color Schemes
- Font Schemes
- Closing the Wizard

Section C: Starting From Scratch

- Page Setup
- Using Guides
- Snap To
- Adding Backgrounds

Section D: Master Pages

- Master Page Overview
- Create Master Pages
- Headers & Footers
- Send Objects to the Master
- Duplicate the Master
- Rename the Master
- Create a Mailing Panel
- Apply the Master
- Ignore the Master

Section E: Working with Text

- Font Basics
- Creating a Text Box
- Adding Text & Symbols
- Importing Text

Section F: Working with Paragraphs

- Styles & Formatting
- Alignment
- Paragraph Breaks
- Styles & Formatting
- Modify Styles
- Creating Styles
- Drop Caps

Session 2

Section A: Personal Information

- Personal Info Box
- Add, Change or Remove
- Apply to Publication

Section B: Inserting Pictures

- Picture Toolbar
- Finding Clipart
- Inserting a Watermark
- The Design Gallery
- Adding Your Own Objects
- Section C: Word Art
- Creating Word Art
- Modifying
- Saving as a Graphic
- Section D: Tables
- Inserting a Table
- Adding Text
- Merging & Formatting
- Moving & Resizing
- Section E: Drawing Shapes
- The Constrain Key
- Fill & Stroke
- Arranging the Shapes
- Grouping
- Align & Distribute
- Measurement Toolbar
- Section F: Preparing for Printing
- Using Spell Check
- Setting Print Options
- Removing Personal Info
- Section G: Preparing for Commercial Print
- Printing Options
- Graphics Manager
- Design Checker
- Color Separations
- Pack & Go

Session 3

- Section A: Advanced Projects
- Creating Cards
- Creating Banners
- Creating Calendars
- Publications via Email
- Publications for the Web
- Section B: Mail Merge
- Mail Merge Concepts
- Merge Steps
- Hints
- Working with Data
- Sorting & Filtering
- Creating the Merge
- Completing the Merge
- Creating Labels
- Section C: Templates
- Modify a Ready Made
- Adding Text
- Saving as a Template
- Section D: The Research Task Pane
- Searching for Definitions
- Searching on the Web
- Company Research
- Section E: Websites
- Web Design Fundamentals
- Using Web Templates

- Website Options
 - Hyperlinks
- Section F: Website Graphics
- Graphics & Alternative Text
 - Hotspots
 - Preview & Publish
 - Convert Print to Web Mode