



1). MICROSOFT PUBLISHER 2003

WHAT IS PUBLISHER?

Using Microsoft Publisher 2003

Using File Types

Using the Microsoft Web Site

GETTING TO KNOW THE PUBLISHER ENVIRONMENT

Working in the Publisher Window

Using the Publication Window

Using the Task Pane

Using the Publication Gallery

Using the Status Bar

GETTING TO KNOW PUBLISHER TOOLBARS

Using Toolbars

Showing a Toolbar

Hiding a Toolbar

Moving a Toolbar

Using the Standard Toolbar

Using the Formatting Toolbar

Using the Connect Frames Toolbar

Using the Objects Toolbar

GETTING HELP

Using the Ask a Question Box

Using the Microsoft Office Assistant

Displaying the Office Assistant

Hiding the Office Assistant

Customizing the Office Assistant

Using Office Assistant Tips

Using Tips of the Day

Selecting a Personal Information Set

Entering Personal Information

Selecting a Color Scheme

Adding a Logo

Editing Personal Information

CREATING OR OPENING A PUBLICATION

Creating a New Blank Publication

Creating a Publication from an Existing Publication

Creating a Publication from a Template

Opening an Existing Publication

Importing a Word Document

UNDERSTANDING THE BASIC SEARCH TASK PANE

Using the Basic Search Pane

Displaying the Basic Search Pane

Searching for Files

Customizing Searches

Using Search Results

MANAGING A PUBLICATION

Saving Summary Information

Saving a Publication

Saving a Publication as a Picture

Saving a Publication as a Web Page

Saving a Backup Copy of a Publication

Closing a Publication

2). WORKING WITH PUBLICATIONS

UNDERSTANDING THE NEW PUBLICATION TASK PANE

Using the New Publication Task Pane

Displaying the New Publication Task Pane

CREATING A PUBLICATION FROM A DESIGN TEMPLATE

Selecting a Template by Publication Type

Selecting a Template by Design Sets

Selecting a Template by Blank Publication

ADDING PERSONAL INFORMATION

Using Personal Information

Displaying the Personal Information Dialog Box

Box

3). DESIGNING A PAGE

UNDERSTANDING THE PUBLICATION OPTIONS TASK PANE

Using the Publication Options Task Pane

Displaying the Publication Options Task Pane

Applying Publication Options

Using Quick Publication Options

UNDERSTANDING THE PUBLICATION DESIGNS TASK PANE

Using the Publication Designs Task Pane

Displaying the Publication Designs Task Pane

Applying a Publication Design

Resetting a Publication Design

UNDERSTANDING THE COLOR SCHEMES TASK PANE

Using the Color Schemes Task Pane



- Displaying the Color Schemes Task Pane
- Applying a Color Scheme
- Creating a Custom Color Scheme
- Deleting a Color Scheme

UNDERSTANDING THE FONT SCHEMES TASK PANE

- Using the Font Schemes Task Pane
- Displaying the Font Schemes Task Pane
- Applying a Font Scheme
- Duplicating a Font Scheme
- Updating a Font Scheme
- Renaming a Font Scheme
- Deleting a Font Scheme
- Using Font Scheme Options

UNDERSTANDING THE STYLES AND FORMATTING TASK PANE

- Using the Styles and Formatting Task Pane
- Displaying the Styles and Formatting Task Pane
- Applying a Text Style and Format
- Importing a Text Style
- Creating a New Text Style
- Creating a New Text Style by Example
- Modifying a Text Style
- Renaming a Text Style
- Deleting a Text Style

USING BACKGROUNDS

- Using Backgrounds
- Displaying Background Options
- Applying a Background
- Applying a Background Sound

4). SETTING UP A PAGE

CHOOSING A PAGE LAYOUT

- Changing the Layout Based on Publication Type
- Changing the Publication Type Page Size
- Changing the Page Orientation

NAVIGATING A PAGE

- Inserting a Page
- Inserting a Template Page
- Inserting a Section
- Viewing a Two Page Spread
- Moving Between Pages
- Deleting a Page
- Using Page Zoom

USING RULERS AND GUIDES

- Using Rulers, Ruler Guides, and Grid Guides
- Viewing and Hiding Rulers
- Moving Rulers
- Changing a Ruler's Zero Point
- Viewing and Hiding Boundaries and Guides
- Changing Margin Guides
- Adding Grid Guides
- Moving Grid Guides
- Setting up a Mirrored Page Layout
- Adding Ruler Guides
- Moving Ruler Guides
- Clearing Ruler Guides

WORKING WITH THE MASTER PAGE

- Using Master Pages
- Displaying the Master Page
- Ignoring the Master Page
- Sending an Object to the Master Page

ADDING HEADERS AND FOOTERS

- Using Headers and Footers
- Inserting Page Numbers
- Inserting the Date and Time
- Swapping Between Headers and Footers

5). WORKING WITH TEXT

CREATING AND FORMATTING TEXT BOXES

- Inserting a Text Box
- AutoFitting Text
- Resizing a Text Box
- Moving a Text Box
- Rotating a Text Box
- Adding Columns to a Text Box
- Vertically Aligning Text in a Text Box
- Changing Text Box Margins
- Using Other Formatting Text Box Options
- Deleting a Text Box

LINKING TEXT BOXES

- Creating a Text Box Link
- Breaking a Forward Text Box Link
- Navigating Linked Text Boxes

WORKING WITH WORDART

- Inserting WordArt
- Resizing WordArt
- Moving WordArt
- Rotating WordArt
- Editing WordArt Text
- Changing WordArt Style
- Formatting WordArt



- Changing WordArt Shape
- Selecting WordArt Wrapping Style
- Changing WordArt Letter Height
- Changing WordArt to Vertical Text
- Changing WordArt Alignment
- Changing WordArt Character Spacing

INSERTING PERSONAL INFORMATION

- Inserting Personal Information
- Inserting a Personal Name
- Inserting a Job Title
- Inserting an Address
- Inserting an Organization Name
- Inserting Phone/Fax/E-mail
- Inserting a Tag Line
- Inserting a Logo

FORMATTING FONT

- Changing the Font Type
- Changing the Font Size
- Changing the Font Style
- Changing the Font Color
- Adding Font Effects

FORMATTING TEXT

- Adjusting Kerning
- Adjusting Tracking
- Adjusting Scaling
- Changing Line Spacing
- Using Indents and Lists
- Adding Tabs
- Adding a Drop Cap
- Customizing a Drop Cap
- Adding a Horizontal Rule
- Using the Format Painter

6). USING PUBLISHER TOOLS

USING FIND AND REPLACE

- Finding Text
- Replacing Text

CHECKING SPELLING

- Running Spell Check
- Setting Spell Check Options
- Using Smart Tags – AutoCorrect Options
- Editing a Story Using Microsoft Word

APPLYING LANGUAGE OPTIONS

- Setting the Language

- Using the Thesaurus
- Using Hyphenation

USING UNDO AND REDO

- Undoing the Last Action
- Undoing Multiple Actions
- Redoing the Last Action
- Redoing Multiple Actions

COPYING, CUTTING, AND PASTING

- Copying Text or an Object
- Cutting Text or an Object
- Pasting Text or an Object
- Using Paste Special
- Using Smart Tags – Paste Options

UNDERSTANDING THE CLIPBOARD TASK PANE

- Using the Clipboard Task Pane
- Displaying the Clipboard Task Pane
- Pasting a Single Item from the Office Clipboard
- Deleting an Item from the Office Clipboard
- Pasting all Items from the Office Clipboard
- Clearing the Clipboard
- Changing Clipboard Options

7). SENDING AND PRINTING THE PUBLICATION

SENDING THE PUBLICATION

- Sending the Publication to a Mail Recipient
- Sending the Publication as an Attachment

USING PRINT PREVIEW

- Previewing the Publication
- Scrolling through Pages
- Previewing Multiple Pages
- Zooming in on the Preview
- Exiting Print Preview

PRINTING THE PUBLICATION

- Opening the Print Dialog Box
- Selecting a Printer
- Changing Print Properties
- Setting the Print Range
- Setting the Number of Copies to Print
- Printing the Publication