

Microsoft Office Publisher 2003

Course Training

1.1 Getting Started

Lab - Create a New Publication

1.2 Working with Text Boxes

Lab - Use Text Boxes

Lab - Use Text Boxes

1.3 Inserting and Formatting Objects

Lab - Insert Objects

1.4 Text Formatting Tools 1

Lab - Layout Guides and Drop Caps

1.5 Text Formatting Tools 2

Lab - Use Text Wrapping

1.6 Page Layout Tools

Lab - Change the Background

Lab - Format the Master Page

1.7 Layout Guides

Lab - Use Grid Guides and Tables

1.8 Advanced Text Box Features

Lab - Use Advanced Text Features

1.9 Printing from Publisher

Lab - Print from Publisher

1.10 Other Output Options

1.11 Summary