

## Course Outline

# Microsoft Office Publisher 2003

- Designed for:** Those familiar with using Microsoft Word who want to learn desk top publishing skills using Publisher 2003.
- Prerequisites:** Basic working knowledge of Windows and the Word program
- Objectives:** To teach desk top publishing skills to OCR CLAiT Plus Level 2 using this popular publishing program

## Course Content

- Lesson One – Including: Loading the program, becoming familiar with the opening screen and the various types of publication, opening a blank publication, creating text boxes, resizing and moving an object, entering text and basic formatting, opening and editing a publication design, saving a new publication, printing a publication, closing the program
- Lesson Two – Including: Navigating a multi-page publication, deleting pages in publication, selecting objects as a group, deleting grouped objects, resizing text boxes, saving a publication as a template. opening a publication based on a custom template, inserting clip art, inserting text from another program, spellchecking a publication, hiding boundaries and guides
- Lesson Three – Including: Checking page setup, using rulers and ruler guides, using layout guides and grids, inserting a page, applying best fit to text boxes, grouping and ungrouping objects. copying and pasting grouped objects, using print preview, knowing about advanced print options
- Lesson Four – Including: Inserting headers and footers on master pages, recognising serif and sans serif font styles, changing the vertical alignment of text, changing bullet style and indentation, using format painter to copy formatting, adjusting spacing between lines, using word art, creating text box links, changing the order of objects, creating columns and determining gutter spacing, using tables to display text, understanding proof reading symbols
- Lesson Five – Including: applying a design to a blank publication, layering pictures, using drawing tools, changing text wrapping, cropping pictures, cropping pictures, using easy web site builder to create a site, adding a web page, editing navigation bars, creating links/hyperlinks using text, pictures and hotspots, inserting web graphics, inserting graphics/movies and sound files, adding a description and keywords, saving and publishing a website

## Benefits

- Know how to use Publisher 2003 in order to create your own publications
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate
- The opportunity to gain an OCR CLAiT Plus unit qualification at Level 2

**Course duration:** 10-12 hours

**What next:** PowerPoint 2003