



Course Outline

Microsoft® Publisher 2003/2007 Level 1

Lesson 1: Creating a Basic Publication

- Topic 1A: Examine the Publisher Environment
- Topic 1B: Create a Publication from a Publication Design
- Topic 1C: Replace Design Object Placeholders
- Topic 1D: Save a Publication
- Topic 1E: Create a Blank Publication
- Topic 1F: Display Ruler Guides
- Topic 1G: Add Text
- Topic 1H: Insert a Picture from a File

Lesson 2: Modifying a Publication's Layout and Structure

- Topic 2A: Insert and Delete Pages
- Topic 2B: Insert a Text File
- Topic 2C: Size Text Boxes and Picture Frames
- Topic 2D: Move Text Boxes and Picture Frames
- Topic 2E: Connect Text Boxes
- Topic 2F: Divide Text Boxes into Columns
- Topic 2G: Move a Page
- Topic 2H: Create and Use a Master Page

Lesson 3: Editing Content in a Publication

- Topic 3A: Edit Text in a Publication
- Topic 3B: Research Information
- Topic 3C: Find and Replace Text
- Topic 3D: Check Spelling

Lesson 4: Formatting a Publication

- Topic 4A: Format Text
- Topic 4B: Apply Schemes
- Topic 4C: Insert Symbols
- Topic 4D: Indent Paragraphs
- Topic 4E: Change Spacing Between Paragraphs
- Topic 4F: Control Paragraph Flow
- Topic 4G: Create Paragraph Styles
- Topic 4H: Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

- Topic 5A: Format Picture Frames
- Topic 5B: Crop a Picture
- Topic 5C: Wrap Text Around a Picture
- Topic 5D: Insert WordArt
- Topic 5E: Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

- Topic 6A: Check the Design of a Publication
- Topic 6B: Verify Pictures
- Topic 6C: Create a Newsletter to Email
- Topic 6D: Create a Web Page
- Topic 6E: Publish a Web Site
- Topic 6F: Preview and Print a Publication
- Topic 6G: Templates