
Overview: In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Course Objective: You will create, manage, revise, and distribute publications.

Prerequisites: This course assumes that you are familiar with using personal computers and word processing. One of the following courses is recommended, or you should have equivalent knowledge of: Windows XP Professional: Level 1 and Level 2.

Course length: 1-day

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a one-page publication.
 - modify a publication's layout and structure.
 - edit content in a publication.
 - format text.
 - format pictures.
- identify the options for distributing a publication

Course Content

Lesson 1: Creating a Basic Publication

Examine the Publisher Environment
Create a Publication from a Publication Design
Replace Design Object Placeholders
Save a Publication
Create a Blank Publication
Display Ruler Guides
Add Text
Insert a Picture from a File

Lesson 2: Modifying a Publication's Layout and Structure

Insert and Delete Pages
Insert a Text File
Size Text Boxes and Picture Frames
Move Text Boxes and Picture Frames
Connect Text Boxes
Divide Text Boxes into Columns
Move a Page
Create and Use a Master Page

Lesson 3: Editing Content in a Publication

Edit Text in a Publication
Research Information
Find and Replace Text
Check Spelling

Lesson 4: Formatting a Publication

Format Text
Apply Schemes
Insert Symbols
Indent Paragraphs
Change Spacing Between Paragraphs
Control Paragraph Flow
Create Paragraph Styles
Format Text Boxes

Lesson 5: Formatting Pictures in a Publication

Format Picture Frames
Crop a Picture
Wrap Text Around a Picture
Insert WordArt
Insert a Design Gallery Object

Lesson 6: Preparing a Publication for Distribution

Check the Design of a Publication
Verify Pictures
Create a Newsletter to Email
Create a Web Page
Publish a Web Site
Preview and Print a Publication
Templates